

SANDIACRE PARISH COUNCIL

www.sandiacreparishcouncil.org

Minutes of the Parish Council meeting held on Tuesday, 8 January 2013 at 7.30pm in
The Memorial Institute, Doncaster Avenue, Sandiacre, Derbyshire, NG10 5FJ

PRESENT:

- Cllr Mrs A Noskwith (Chairman)
- Cllr S Bilbie
- Cllr Mrs J Chandler
- Cllr Mrs S Dickman
- Cllr G Dinsdale
- Cllr Miss K Hales
- Cllr A Hardy (Vice-Chairman)
- Cllr A Hughes
- A Cllr Mrs J Hulls
- Cllr P Hunt
- A Cllr I Judson
- Cllr W Major
- Cllr L White
- Cllr Mrs N White

IN ATTENDANCE:

- Mrs M Bloor Clerk to the Council
- PCSO L Buchanan Item 120 only

MEMBERS OF THE PUBLIC: Mrs Lowdon and Mrs Wood (Residents)
Mr Done-Johnson (Reporter)

PART 1. NON-CONFIDENTIAL ITEMS

116. TO RECEIVE APOLOGIES FOR ABSENCE

- Cllr Mrs J Hulls Mayoral duties
- Cllr I Judson Personal commitment

RESOLVED: to approve the apologies for absence submitted by Councillors.

117. VARIATION OF ORDER OF BUSINESS

There were no variations to the order of business on the Agenda.

118. DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

119. DISPENSATIONS

There were no written applications or requests for dispensation from a Member who had a Disclosable Pecuniary Interest (DPI) or Other Disclosable Interest (ODI) to allow them to stay in the meeting and vote during consideration of the relevant item.

120. PUBLIC SPEAKING – 10 MINUTES

a) **Members of the public**

I. Inconsiderate parking

Mrs Lowdon raised concerns that drivers who dropped off and collected children from Ladycross Infant School were inconsiderately parking on nearby roads and in the middle of pavements, thereby creating a hazard. Furthermore, vehicles were repeatedly being driven over grassed verges near residents' properties, which were now waterlogged and unusable.

PCSO Buchanan confirmed she would conduct patrols to warn parents of the risks and raise awareness of the problems affecting residents.

It was considered useful if children attending the school could be involved in promoting considerate parking to highlight the problem to parents.

The Clerk was asked to contact the Head Teacher outlining residents' concerns and to ask if the school could urgently address the problem of inconsiderate and hazardous parking by raising awareness with parents.

II. Consultation questionnaire and spending priorities

Mrs Wood enquired why she had missed a consultation with residents conducted by the Parish Council asking for views on spending priorities.

It was confirmed that 4,000 consultation leaflets had been distributed into the local community in October 2011 in preparation for Councillors to consider spending priorities for the 2012/13 budget. The budget was set in December 2011 and ratified by full Council in January 2012.

All Parish Councils in Erewash were required to find savings in their Concurrent Functions budget, which was given by the Borough Council to parishes in order to maintain as many local amenities and services as possible.

Sandiacre: Concurrent Functions budget reductions sought by EBC

2012/13	Budget reduction 5%	-£2,028
2013/14	Budget reduction 12.3%	-£4,739
2014/15	Budget reduction 8.7%	-£2,939
Total CF funding reduction over 3 years		<u>-£9,706</u>

b) **Police report**

PCSO Buchanan presented the police report and gave apologies for PC Hockley who was covering other duties.

	Sept 12	Oct 12	Nov 12	Dec 12
Auto crime	4	4	6	5
Criminal damage	5	9	7	8
Dwelling Burglary	4	1	2	2
Other burglary	1	2	10	4
Other	3	2	5	5
Theft	4	8	10	5
Violence	3	7	8	5
Overall crime:	24	33	48	34
Anti-social behaviour	34	32	36	22
Detection rate:	37.5%	27.3%	18.4%	27.3%

Priority Profiles

1. Nuisance motorbikes in Sandiacre
2. Antisocial behaviour on Doncaster Avenue Recreation Ground and St Giles' Park

PCSO Buchanan was asked to look into the following matters:

- Inconsiderate parking opposite the Post Office
- HGV facing the wrong way to unload by the Co-op store
- Vehicles parked on double yellow lines and blocking a dropped kerb along Stevens Road

PCSO Buchanan was thanked for her report and left the meeting.

c) County Councillor's report

There was no report under this heading.

d) Borough Councillors' Report

Cllr Bilbie reported that Travellers were no longer camped on Bridge Street car park having been served an eviction notice. Car park users, residents, the local playgroup and nearby businesses were all adversely affected by their stay and the car park needed to be cleared of rubbish.

In order to avoid future problems, EBC intended to erect a height barrier at the car park entrance with costs being met from their 2013 budget, allowing work to begin from April 2013 onwards.

e) Representatives from outside bodies report

There was no report under this heading.

121. TO APPROVE THE MINUTES OF THE MEETING HELD ON TUESDAY, 4 DECEMBER 2012

a) Approval of the Minutes

RESOLVED: that the Minutes of the meeting held on Tuesday, 4 December 2012 as previously circulated to Members, were signed as a correct record.

b) Matters Arising from the Minutes

There were no matters arising.

122. TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY, 4 DECEMBER 2012

a) Approval of the Minutes

RESOLVED: that the Minutes of the Planning Committee meeting held on Tuesday, 4 December 2012, as previously circulated to Members, were signed as a correct record.

b) Matters Arising from the Minutes

There were no matters arising.

123. TO DETERMINE WHICH ITEMS FROM THE AGENDA, IF ANY, FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED

RESOLVED: that no items be deemed confidential.

124. CHAIRMAN'S ANNOUNCEMENTS

I. Borough and Parish Councils forum meeting 17/12/12

Cllr Mrs Noskwith reported that the main item for consideration was an update on the review of Concurrent Functions allocations and future budget implications for parishes. EBC was expected to make a decision on 24/1/13 and Parish Councils would be notified of the outcome.

II. Electrical inspection - Findings

An electrical inspection had recently been carried out and a lamp column by the Lock-up on Doncaster Avenue Recreation Ground was found to be in need of attention. A DCC Lighting Engineer would be assessing the column and corrective work would be undertaken shortly.

III. Grit bin request – Corner of Starch Lane

A resident had recently requested that a grit bin be installed by the corner of Starch Lane to help drivers manoeuvre up the steep incline to Stanton Road in icy conditions. It was noted that sometimes drivers went the wrong way down Starch Lane because of ice on the road.

Cllr Dinsdale confirmed he would check the location of other grit bins in the area and consider if one could be moved, which was less well used.

IV. PC Notice Board by Austin's Drive

A new notice board was needed on Austin's Drive as the original was beyond repair. It was letting in water and catches were corroded. Mr Wallace could fit the board to existing posts to lessen installation costs.

RESOLVED: that a new 4xA4 notice board from Greenbarnes be ordered at a cost of £504.06, which Mr Wallace would be asked to install.

V. Donation for Christmas Tree

The Notts and Derbyshire Hemlockstone Lions had donated £50 towards the cost of the Parish Council's Christmas tree, reducing the cost by half.

RESOLVED: that a letter of thanks be sent to the Secretary expressing the Council's appreciation to the Club for their kind gesture.

125. REPORT OF THE PARISH CLERK ON: -

I. Parish Council Christmas concert – Distribution of proceeds

<u>Income</u>	<u>Expenditure</u>	
175 tickets sold at £4 each = £700 (180 audience tickets available)	Hire of school hall	£85
	LE Silver Prize Band fee	£200
	<u>Donations from proceeds</u>	
	Sandiacre Male Voice Choir	£200
	Erewash Phoenix Choir	£50

	Erewash Community Transport	£75
	DB's Air Ambulance Service	£90

RESOLVED: to make donations from the concert proceeds, as shown.

The Clerk reported that the event had been a great success with only a handful of tickets left over. The two choirs and band had performed well together. The next concert was expected to take place on 9/12/13.

II. Christmas lights display 2012

It was noted that the Christmas tree had proved extremely popular with the local community. Councillors, who volunteered to install the tree and maintain the battery-operated lights, had encountered few problems and received numerous compliments on the new festive display.

For the future, the Council would only need to purchase a tree, which was sourced locally. Cllr Bilbie had disposed of the Christmas tree in order to provide an extra saving for the Parish Council.

The Clerk was thanked for sourcing fixtures and fittings and the battery-operated lights that could be used each year with minimal cost.

Councillors considered that additional festive lights could be displayed on trees in front of the Co-op. The Clerk would seek a quotation.

126. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS

Circ 47/12	Council Tax Reduction Schemes: Certainty of funding for Town/Parish Councils DALC Website Winter Flooding Sport England Small Grants Programme North East Derbyshire DC: Parish Liaison Meeting DALC Opening hours Christmas and New Year Clerk/RFO Vacancy - Walton on Trent PC Clerk/RFO: Glenfield PC (Leicestershire)
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RESOLVED: to note the above circular.

127. FINANCE

I. Accounts for payment

		£	£	£	
2278	RSS (SMP)	Play area inspections: November	60.00	12.00	72.00
DD	Eclipse	Internet	14.95	2.99	17.94
2279	E.on	DARG: Electricity	93.08	4.65	97.73
2280	Mrs M Bloor	W H Smith: Norton's Anti-virus	24.99	0.00	24.99
2281	Mrs M Bloor	B&Q: Wood for grave markers	11.93	0.00	11.93
2282	Horizon	Grounds maintenance: November	1,101.25	220.25	1,321.50
DD	Peninsula	HR and H/S services: December	125.00	25.00	150.00
2283	RSS (SMP)	Play area inspections: December	60.00	12.00	72.00
2284	BT	Charges and rental	163.72	32.74	196.46
2285	Friesland School	Concert: Hire of school hall	85.00	0.00	85.00
2286	EBC	Hanging basket (Year 1 of 3)	110.00	22.00	132.00

2287	Mrs M Bloor	Salary - December	1,175.00	0.00	1,175.00
2288	HMRC	Tax/NIC December	352.40	0.00	352.40
2289	C&C Electricals	Car Park: Repairs to street lighting	99.00	17.33	116.33
2290	Andrew's GS	Litter Picking: December	476.00	0.00	476.00
2291	Sandiacre MV Choir	Donation from concert proceeds	200.00	0.00	200.00
2292	Erewash Phoenix Choir	Donation from concert proceeds	50.00	0.00	50.00
2293	LE Silver Prize Band	Concert performance fee	200.00	0.00	200.00
2294	Erewash Comm Transport	Donation from concert proceeds	75.00	0.00	75.00
2295	DB's Air Ambulance	Donation from concert proceeds	90.00	0.00	90.00
2296	EBC	Cemetery: Bin collection	66.30	0.00	66.30
2297	E.on	Electricity charge	9.00	0.45	9.45
			<u>4,642.62</u>	<u>349.41</u>	<u>4,992.03</u>

RESOLVED: to approve the above payments

II. Income and Interest received

Concert: Ticket sales (175)	700.00
Co-op FC Cemetery fees: G190 H/S approval	100.00
Co-op FC Cemetery fees: G188 Plot/Interment	475.00
Notts & DB's Hemlockstone Lions - Christmas tree donation	50.00
Jubilee mug sales (3)	9.00
	<u>1,334.00</u>

HSBC interest: December 3.01

RESOLVED: to note the income received

III. Quotations

No quotations were received.

IV. Budget Appraisal

The Clerk circulated bank reconciliation details to 30 November 2013.

Mrs Bloor confirmed that she would bring the Accounts in line with the December statement and shortly circulate a review of the budget position.

128. ITEMS FOR INFORMATION ONLY – CORRESPONDENCE

GENERAL Solar powered Christmas tree lights for lamp columns
Notts and DB's Hemlockstone Lions: Donation of £50 towards
cost of Christmas tree

RESOLVED: to note the above items of correspondence

129. CONFIDENTIAL ITEM

There was no item deemed confidential.

130. DATE AND TIMES OF THE NEXT MEETINGS

TUESDAY, 5 FEBRUARY 2013

- Planning Committee meeting 7.00pm
- Full Council meeting 7.30pm

The meeting closed at 8.25pm.

Signed by the Chairman: _____ Date: _____

SANDIACRE PARISH COUNCIL

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Minutes of the Parish Council meeting held on Tuesday, 5 February 2013 at 7.30pm in
The Memorial Institute, Doncaster Avenue, Sandiacre, Derbyshire, NG10 5FJ

PRESENT:

	Cllr Mrs A Noskwith (Chairman)
A	Cllr S Bilbie
	Cllr Mrs J Chandler
	Cllr Mrs S Dickman
	Cllr G Dinsdale
A	Cllr Miss K Hales
	Cllr A Hardy (Vice-Chairman)
	Cllr A Hughes
	Cllr Mrs J Hulls
	Cllr P Hunt
	Cllr I Judson
	Cllr W Major
	Cllr L White
	Cllr Mrs N White

IN ATTENDANCE: Mrs M Bloor Clerk to the Council

MEMBERS OF THE PUBLIC: None present.

PART 1. NON-CONFIDENTIAL ITEMS

131. TO RECEIVE APOLOGIES FOR ABSENCE

Cllr S Bilbie	Family commitment
Cllr Miss K Hales	Abroad

RESOLVED: to approve the apologies for absence submitted by Councillors.

132. VARIATION OF ORDER OF BUSINESS

There were no variations to the order of business on the Agenda.

133. DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

134. DISPENSATIONS

There were no written applications or requests for dispensation from a Member who had a Disclosable Pecuniary Interest (DPI) or Other Disclosable Interest (ODI) to allow them to stay in the meeting and vote during consideration of the relevant item.

135. PUBLIC SPEAKING – 10 MINUTES

a) Members of the public

No items were raised.

b) Police report

PC Hockley and PCSO Buchanan had given apologies for being unable to attend the meeting and Cllr Mrs Noskwith presented the police report.

	Oct 12	Nov 12	Dec 12	Jan 13
Auto crime	4	6	5	4
Criminal damage	9	7	8	5
Dwelling Burglary	1	2	2	4
Other burglary	2	10	4	4
Other	2	5	5	2
Theft	8	10	5	7
Violence	7	8	5	3
Overall crime:	33	48	34	29
Anti-social behaviour	32	36	22	33
Detection rate:	27.3%	18.4%	27.3%	31%

It was noted that 11 calls for service related to incidents of anti social behaviour carried out after the recent heavy snowfall.

Priority Profiles

1. Nuisance motorbikes in Sandiacre
2. Antisocial behaviour on Doncaster Avenue Recreation Ground and St Giles' Park

The driver of a moped continued driving dangerously, even after receiving a warning. For an arrest to be made, it would be helpful if witnesses could provide a detailed description of both the driver and his vehicle.

c) County Councillor's report

Road conditions

Following recent wet weather and flood damage, a major scheme to repair roads had been undertaken throughout Derbyshire. DCC favoured better repairs to potholes in order to provide a long-term solution, which would offer greater value for money.

Adverse weather conditions

Council employees were complimented on keeping services running throughout the recent spell of heavy snow. Residents wishing to report a damaged or empty grit bin could ring Call Derbyshire on 01629 533190 or go online at www.derbyshire.gov.uk/gritbins.

Gold Card

Cllr Major wished to remind residents to renew their Gold Card before their current one expired.

d) Borough Councillors' Report

There was no report under this heading.

e) Representatives from outside bodies report

There was no report under this heading.

136. TO APPROVE THE MINUTES OF THE MEETING HELD ON TUESDAY, 5 JANUARY 2013

a) Approval of the Minutes

RESOLVED: that the Minutes of the meeting held on Tuesday, 5 January 2013 as previously circulated to Members, were signed as a correct record.

b) Matters Arising from the Minutes

Page 58. Parking: Ladycross Infant School

It was reported that the Head Teacher of Ladycross Infant School had sent a letter to the Parish Council highlighting all the good work the school carried out to ensure parents parked responsibly. In light of recent media coverage, the School wished to reassure residents that the school was very pro-active in raising awareness of the dangers of inconsiderate parking.

Page 60. Grit bin refills

The Clerk had recently arranged for all 6 green Parish Council grit bins to be filled after the recent heavy snowfall. Residents wishing to report a damaged or empty grit bin could call the Clerk on 0115 949 0456.

Page 61. Christmas lights

The Clerk had arranged to meet with the Sales Director from Decx on 18/2/13 to consider the possibility of additional pea-lights in the trees by the Co-op.

137. TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY, 5 JANUARY 2013

a) Approval of the Minutes

RESOLVED: that the Minutes of the Planning Committee meeting held on Tuesday, 5 January 2013, as previously circulated to Members, were signed as a correct record.

b) Matters Arising from the Minutes

There were no matters arising.

138. TO DETERMINE WHICH ITEMS FROM THE AGENDA, IF ANY, FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED

RESOLVED: that no items be deemed confidential.

139. CHAIRMAN'S ANNOUNCEMENTS

There was no report under this heading.

140. REPORT OF THE PARISH CLERK ON: -

I. Summer Play Scheme: Grant funding

The Clerk would soon submit an 'Awards for All' application for grant funding for play schemes at Cloudside Junior School. Since the application could take 3 months to be considered, it was only possible for the play scheme to commence in the Summer holidays.

The grant from EBC of £1,200 would also be applied for.

II. Electrical inspection: Condition report and findings

It was confirmed that C & C Electricals had carried out an inspection of lamp columns on Parish Council land and the Council's Lock-up, with all remedial work now being completed.

Annual routine checks and 5-yearly re-tests would be undertaken.

III. Christmas concert: Date confirmed, Monday, 9 December 2013

Friesland School had confirmed that the school hall was available for the Parish Council Christmas concert on 9/12/13. The band and both choirs had been informed and the booking had been completed.

IV. EBC: Guidance on Council Tax Precepts 2013/14

From 1/4/13, a new system of support for low-income households would be introduced to replace Council Tax Benefits and Borough Councils would work with parishes to receive a share of Government funding.

Parish Precept 2012/13	£25,198
Top up grant to Sandiacre	£ 2,773
Total:	<u>£27,971</u>
Precept applied for 2013/14:	£27,970
Band D charge: No change at £8.89	

Final funding details would be known in March 2013.

V. HSBC: Internet banking and second account for election costs

The Clerk confirmed that internet banking was now available and a second savings account had been opened on 21/1/13 to ring-fence funds for Parish Council election costs. £1,500 would be deposited to the new account each April.

Election costs May 2011	North:	South:	Total
	£2,450	£2,510	£4,960

VI. Real Time Information

Real Time Information (RTI) was being introduced by HMRC for all employers with less than 500 employees. Every employer would be required to make a PAYE/NIC return for each employee on or before the pay date from April 2013. A training course was being held in Nottingham on 19/2/13 to cover new legislation and guidance.

RESOLVED: that the Clerk, as the person responsible for processing payroll, should attend the training course.

VII. DALC Spring Seminar: Ripley: 6/3/13

It was noted that the Derbyshire Association of Local Councils was holding its annual Spring Seminar for Clerks on 6/3/13 in Ripley.

RESOLVED: that the Clerk should attend the seminar.

141. CEMETERY RULES AND REGULATIONS

I. Review of grave / plot space in Sandiacre PC Cemetery

The Clerk had provided a report of burials and interments since 1998 in the Parish Council Cemetery. Details included a list of the number of reserved plots and those already used. There was an average of 9 burials per year.

RESOLVED: to note the contents of the report.

II. Review of Cemetery Rules and Regulations

Councillors considered the current Rules and Regulations. However, it was noted that the Clerk was attending a training course at Wilford Cemetery the following day and further guidance could be obtained and brought back to the next meeting for a full review to be undertaken.

Size of memorial tablets – Rules and Regulations amendment

RESOLVED: that memorial tablets for cremated remains plots should not exceed 18 inches x 18 inches square by 6 inches high.

Councillors considered the current practice of bearers carrying coffins at the Cemetery and through Church grounds. The Council considered their duty of care to all bearers, including family members and Funeral Directors and it was suggested that a clause be included in the Rules and Regulations that all bearers should be trained.

The Clerk would seek legal guidance on current Cemetery Health and Safety practice, so the Council could address their duty of care to all Cemetery users and take into account the wishes of families.

142. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS

Circ 1/13	Index of most important elements of 2012 DALC circulars
Circ 2/13	Forthcoming training events
Circ 3/13	PAYE: Reporting in Real Time Employer Reference Numbers Neighbourhood Plan 'First to be approved for Referendum' New Fund to help revive villages Pubs served with £15k Fund Alfreton Town Council: Assistant Town Clerk & RFO Vacancy

I. **RESOLVED:** to note the above circular.

143. FINANCE

I. **Accounts for payment**

		£
2298 Travis Perkins	Cemetery: Shoring equipment	203.10
2299 Horizon	Grounds maintenance: Dec	1,321.50
2300 Horizon	Repairs to fencing/replace gate	798.00
DD Eclipse	Internet	17.94
DD Peninsula	HR and H/S services	150.00
2301 C&C Electricals	Car Park: Repairs to lighting	216.00

2302 Decx Ltd	Christmas lights	1,080.00
2303 Andrew's GS	Canal Bridge: Remove ivy	40.00
2304 Andrew's GS	Pinfold: Clear compound	25.00
2305 Andrew's GS	Litter picking: January (4)	374.00
2306 IRIS	Training course: RTI Nottm	192.00
2307 Viking	Stamps/Envelopes/Ink	212.85
2308 (SMP) Playgrounds	Inspections: January	72.00
2309 Andrew's GS	Salt bin refills (6)	45.00
2310 Mrs Bloor	Salary: January	1,175.81
2311 HMRC	Tax / NIC's: January	352.40
2312 Mr Christmas Tree	Spruce and foliage	144.00
2313 DALC	Clerks' Spring Seminar	40.00
	Total:	<u>6,419.60</u>

RESOLVED: to approve the above payments.

II. Income and Interest received

22/01/2013 A W Lymn FD	G92 Interment	100.00
	G19 Interment	100.00
	A134 Interment	150.00
G T Edwards FD	G200 Plot for 2 / Interment for 1	475.00
	Jubilee mug sale	3.00
Hawleys	A134 Memorial plaque	50.00
	G173 Headstone approval	100.00
	Total:	<u>978.00</u>

£

HSBC interest: December 2.10

RESOLVED: to note the above income and interest received.

III. Quotations

No quotations were received.

IV. Budget Appraisal

1. **RESOLVED:** to note the budget review to December 2012.
2. **RESOLVED:** that the Clerk would examine the latest play equipment inspection report to prioritise areas for work before the financial year-end.

The Clerk would ascertain when the next office rent payment was due.

It was noted that spending was generally in-line with budget headings, although there had been an increase in spending for repair work to park equipment due to repeated acts of vandalism. Currently, two damaged spokes were being replaced on the fenced play area at Springfield Park.

144. ITEMS FOR INFORMATION ONLY – CORRESPONDENCE

- DCC Claims for Rights of Way: Minor Maintenance Scheme 2012/13
EBC Long Eaton & South Community Forum: 13/2/13 at 7.30 LE Town Hall
New 'CRB' application forms: 'Disclosure and Barring Service'
EBC Dog Warden: Free micro-chipping event 24/5/13. Library car park
Members' Interests: EBC website
- GENERAL Ladycross Infant School: Response regarding parking issues
Erewash Phoenix Choir: Thank you for donation from concert
Sandiacre Male Voice Choir: Thank you for donation from concert
Archaeology and Conservation in Derbyshire
The Clerk magazine
Clerks and Councils Direct: January 2013
Sandiacre MAT: Women's project – Request for funding
Closure of the eastbound A52/M1 island for carriageway resurfacing
work: From 4/2/13 for 4 nights

- I. **RESOLVED:** to note the above items of correspondence
- II. **RESOLVED:** that a request for funding from Sandiacre MAT Women's project could not be granted due to current spending restraints.

145. CONFIDENTIAL ITEM

There was no item deemed confidential.

146. DATE AND TIMES OF THE NEXT MEETINGS

TUESDAY, 5 MARCH 2013

- | | |
|------------------------------|--------|
| ▪ Annual Parish Meeting | 6.30pm |
| ▪ Planning Committee meeting | 7.00pm |
| ▪ Full Council meeting | 7.30pm |

The meeting closed at 8.15pm.

Signed by the Chairman: _____ Date: _____

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PRESENT:

	Cllr Mrs A Noskwith (Chairman)
	Cllr S Bilbie
	Cllr Mrs J Chandler
	Cllr Mrs S Dickman
	Cllr G Dinsdale
	Cllr Miss K Hales
	Cllr A Hardy (Vice-Chairman)
A	Cllr A Hughes
A	Cllr Mrs J Hulls
	Cllr P Hunt
A	Cllr I Judson
	Cllr W Major
	Cllr L White
	Cllr Mrs N White

IN ATTENDANCE: Mrs M Bloor Clerk to the Council

MEMBERS OF THE PUBLIC: Mr D Johnson and Mrs E Johnson

PART 1. NON-CONFIDENTIAL ITEMS

147. TO RECEIVE APOLOGIES FOR ABSENCE

Cllr A Hughes	Holiday
Cllr Mrs J Hulls	Mayoral duties
Cllr I Judson	Prior commitment

RESOLVED: to approve the apologies for absence submitted by Councillors.

148. VARIATION OF ORDER OF BUSINESS

There were no variations to the order of business on the Agenda.

149. DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

150. DISPENSATIONS

There were no written applications or requests for dispensation from a Member who had a Disclosable Pecuniary Interest (DPI) or Other Disclosable Interest (ODI) to allow them to stay in the meeting and vote during consideration of the relevant item.

151. PUBLIC SPEAKING – 10 MINUTES

a) Members of the public

No items were raised.

b) Police report

PC Hockley and PCSO Buchanan had given apologies for being unable to attend the meeting and Cllr Mrs Noskwith presented the police report.

	Nov 12	Dec 12	Jan 13	Feb 13
Auto crime	6	5	4	3
Criminal damage	7	8	5	4
Dwelling Burglary	2	2	4	0
Other burglary	10	4	4	0
Other	5	5	2	0
Theft	10	5	7	7
Violence	8	5	3	3
Overall crime:	48	34	29	17
Anti-social behaviour	36	22	33	
Detection rate:	18.4%	27.3%	31%	29.4

There had been a spate of theft from vehicles over the weekend.

Priority Profiles

1. Nuisance motorbikes in Sandiacre
2. Antisocial behaviour on Doncaster Avenue Recreation Ground and St Giles' Park

c) County Councillor's report

'Derbyshire Big Deals'

Derbyshire residents were being encouraged to work collectively to switch energy provider and save money on fuel bills. Registering for Derbyshire Big Deals would end on 20/3/13.

Apprentice grant opportunity for Derbyshire firms

Businesses employing less than 50 employees could apply for an Apprenticeship Grant for Employers (AGE) of £2,500.

Lend a Hand scheme

DCC would soon launch the Derbyshire Lend a Hand scheme to help first time buyers obtain a mortgage.

Pot hole repairs

Funding has recently been made available to assist with urgent repairs to roads caused by flooding and winter weather. Additionally, Government funding of £4 million has been secured to target repairs on Derbyshire's roads during the next two years.

d) Borough Councillors' Report

Cllr Bilbie was asked if installation of all Jubilee benches had now been completed in Sandiacre. Cllr Bilbie would seek confirmation from EBC.

e) Representatives from outside bodies report

There was no report under this heading.

152. TO APPROVE THE MINUTES OF THE MEETING HELD ON TUESDAY, 5 FEBRUARY 2013

a) Approval of the Minutes

RESOLVED: that the Minutes of the meeting held on Tuesday, 5 February 2013 as previously circulated to Members, were signed as a correct record.

b) Matters Arising from the Minutes

Page 66. Christmas lights

The Clerk had obtained a quotation from Decx for pea-lights that could be displayed in trees by the Co-op. It was noted that unless budget restraints eased, this would be the last opportunity to invest in Christmas lights.

RESOLVED:

- I. To note the inventory: 62 sets working pea-lights (2012) / 58 sets (2013)
- II. To invest in new pea-lights at a cost of £1,025 for the trees by the Co-op
- III. To invest in 'warm white' lights
- IV. To note that installation costs for 2013 would remain unchanged at £1,800. However, this would increase by £195 for the new lights

Page 69. Budget review – Office rent

It was noted that the Parish Council office lease agreement had expired. The Clerk had notified the Police Estates Department and the Council's Solicitor to request that the lease be extended for a further 3-year period.

153. TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY, 5 FEBRUARY 2013

a) Approval of the Minutes

RESOLVED: that the Minutes of the Planning Committee meeting held on Tuesday, 5 February 2013, as previously circulated to Members, were signed as a correct record.

b) Matters Arising from the Minutes

There were no matters arising.

154. TO DETERMINE WHICH ITEMS FROM THE AGENDA, IF ANY, FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED

RESOLVED: that in view of the confidential nature of Item 161. Staffing Matter to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item.

155. CHAIRMAN'S ANNOUNCEMENTS

There was no report under this heading.

156. REPORT OF THE PARISH CLERK ON: -

I. St Giles' Church retaining wall

The Clerk, Cllr Mrs Noskwith, Church Wardens, Church Architect, EBC Conservation Officer and a local resident had undertaken a site visit to view the retaining east wall. It was apparent that remedial work was required and it was necessary to determine who had overall responsibility for funding the work.

RESOLVED: that the Clerk contact Mr B Morris (EBC Solicitor) to ascertain if the Borough Council would meet the cost of repair work, as they provided Concurrent Functions funding for the Church grounds.

II. Annual Tree inspection

The Clerk confirmed that Mr Coupe would shortly carry out the annual tree inspection of Springfield Park, Doncaster Avenue Recreation Ground, the Cemetery and Church grounds and Padmore Moorings.

III. Church Drive – Parking issues

It was reported that a resident had recently complained of experiencing parking problems along Church Drive during the day when burials were taking place.

It was noted that building work was currently being carried out at a property near the Cemetery gates. The situation could improve when work in the area was completed and vehicles were no longer parked opposite.

The Clerk had notified the local Funeral Directors and Church Ministers that mourners could use St Giles' Church Hall car park during services and burials to ease congestion and avoid disturbance to residents.

IV. Complaints policy

The Clerk reported that she would be preparing a Complaints Policy for Councillors to consider at the next meeting.

V. Certificate in Local Council Administration (CiLCA)

The Clerk reported that she had recently attended a refresher course with DALC for submitting the CiLCA portfolio.

Councillors considered that training and revision had been undertaken in the Clerk's own time and without any application for travelling expenses. Also, the CiLCA was a requirement of the employment contract.

RESOLVED: that the Council pay the £150 CiLCA registration fee.

157. CEMETERY RULES AND REGULATIONS

I. Review of Cemetery Rules and Regulations

Copies of the revised Rules and Regulations had been circulated in advance of the meeting.

RESOLVED: to approve the revised Rules and Regulations, un-amended and with immediate effect.

II. Review of 2012/2013 Cemetery fees

Copies of the revised Cemetery fees had been circulated in advance of the meeting.

RESOLVED: to approve the revised fees from 1/4/13.

The Clerk was thanked for her time in preparing a detailed review of the Cemetery Rules and Regulations and for seeking professional legal advice on the content.

158. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS

Circ 4/13	Training events: Finance and administration
Circ 5/13	Spring Seminar reminder Clerk Induction Training CiLCA Training Parish/Town Council Finance – Internal Audit and the Annual Return A message from Sarita Presland, DALC Chief Officer
Circ 6/13	Setting the Precept and Dispensations Allotments Quality Parish and Town Council Scheme Review Government Lifts Red Tape for Community Events Derbyshire Well Dressings

RESOLVED: to note the above circulars

159. FINANCE

I. Accounts for payment

		£	£	£	
DD	Eclipse	Internet	14.95	2.99	17.94
DD	Peninsula	HR and H/S services	125.00	25.00	150.00
2313	C & C Electricals	DARG: Lock-up electrical work	223.00	44.60	267.60
2314	IRIS Business Software	Payroll software	194.00	38.80	232.80
2315	SMP Playgrounds Ltd	Play equipment inspections	60.00	12.00	72.00
2316	Greenbarnes	Austins Drive: New notice board	512.98	102.59	615.57
2317	Mrs M Bloor	Salary February	1,175.81		1,175.81
2318	HMRC	Tax / NIC	352.40		352.40
2319	Horizon	Springfield Pk: Repairs to fencing	55.00	11.00	66.00
2320	E.on	DARG: Electricity to Lock-up	127.72	6.39	134.11
2321	Andrew's Garden Serv	BMX Track repairs	10.00		10.00
2322	Andrew's Garden Serv	Erect new PC notice board	50.00		50.00
2323	Andrew's Garden Serv	Litter picking - February	510.00		510.00
2324	DALC	Spring seminar 6/3/13	40.00		40.00
2325	Park Hall Designs	Website maintenance Nov/March	100.00		100.00
			<u>3,550.86</u>	<u>243.37</u>	<u>3,794.23</u>

a. **RESOLVED:** to approve the above payments

b. **RESOLVED:** to write off the replaced notice board at Austins Drive

II. Income and Interest received

		£
22/02/13	Hawleys	G19 Memorial plaque 25.00
	Gillotts FD	A133 Plot/Interment 300.00
	Co-op FC Stapleford	G81 Interment <u>100.00</u>
		<u>425.00</u>
	NS&I Savings Account	Interest 2012 38.40
		Interest 2013 103.48

£

HSBC interest: December 2.10

RESOLVED: to note the above income and interest received

III. Quotations

The quotation for new Christmas pea-lights had previously been decided under Agenda Item 152.

IV. Budget Appraisal

The Clerk presented details of the Council's financial position.

160. ITEMS FOR INFORMATION ONLY – CORRESPONDENCE

DCC	Footpaths 13 and 20 closure until December 2014 or until works on Town Street are completed Countryside events 2013
EBC	List of Buildings of Local Interest in Sandiacre
GENERAL	Letter of concern regarding dog fouling along Lock Lane Erewash Community Transport: Thank you for donation Air Ambulance Service: Thank you for donation Citizens Advice Bureau Erewash: Publicity information Broxtowe Borough Council: Consultation on proposed HS2 station at Toton ends 3/4/13. Derbyshire Lives Through the Wars: First World War centenary celebration 2014 Victim Support: Request for funding Sandiacre History Group: Newsletter March 2013

- I. **RESOLVED:** to note the above items of correspondence
- II. **RESOLVED:** that a request for funding from the Victim Support organisation could not be granted due to current spending restraints.

It was noted that Sandiacre History Group had been given permission to store the commemorative foundation stone being removed from Hart Lea with the Council until a new position could be found following completion of the housing development.

161. CONFIDENTIAL ITEM

RESOLVED: To move the following resolution - That in view of the confidential nature of the business about to be transacted (in respect of a staffing matter) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.

Members of the public left the meeting.

Staffing matter - Attendance at burials/interments out of normal working hours
Councillors considered that on occasion, a burial was required at the Cemetery out of the Clerk's normal working hours and it was good practice for a representative to be present, especially in view of current parking issues.

The Clerk left the meeting for further consideration of this item. Upon her return she was informed of the Council's decision:

RESOLVED:

- I. The Clerk would receive £25 for attending a burial on a Thursday or Friday, outside of normal working days
- II. A mileage allowance of 42p per mile could be claimed from home to the Cemetery and return

The Clerk thanked the Council for their consent.

162. DATE AND TIMES OF THE NEXT MEETINGS

TUESDAY, 9 APRIL 2013

SECOND TUESDAY IN THE MONTH

The meeting closed at 8.25pm.

Signed by the Chairman: _____ Date: _____

SANDIACRE PARISH COUNCIL

www.sandiacreparishcouncil.org

Minutes of the Parish Council meeting held on Tuesday, 9 April 2013 at 7.30pm in The Memorial Institute, Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

PRESENT:

	Cllr Mrs A Noskwith (Chairman)
	Cllr S Bilbie
	Cllr Mrs J Chandler
	Cllr Mrs S Dickman
	Cllr G Dinsdale
A	Cllr Miss K Hales
	Cllr A Hardy (Vice-Chairman)
	Cllr A Hughes
A	Cllr Mrs J Hulls
	Cllr P Hunt
A	Cllr I Judson
	Cllr W Major
	Cllr L White
	Cllr Mrs N White

IN ATTENDANCE: Mrs M Bloor Clerk to the Council
PCSO P Boss

MEMBERS OF THE PUBLIC: No members of the public were present.

PRESENTATION – MR JAMES WHITE

Mr White (EBC Conservation & Design Officer) presented a summary of the draft character appraisal of Sandiacre Lock conservation area.

The appraisal evaluated and recorded the special interest of the conservation area and identified opportunities for enhancement. The Canal & River Trust and local amenity societies had been consulted and their views were contained in the report.

It was noted that the draft appraisal recommended an amendment to the existing boundary line. The six-week consultation period would end on Friday, 3 May 2013.

Councillors noted that land surrounding Lock Cottage was located in Sandiacre while the adjacent historic properties were situated in Long Eaton. To further enhance the area, opening the old canal and restoring the closed bridge would be welcomed.

Mr White left the meeting at 7.50pm and was thanked by the Chairman for attending.

Councillors were invited to contact the Clerk if they wished to comment further, as part of the consultation process.

PART 1. NON-CONFIDENTIAL ITEMS

163. TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Miss Hales	Prior commitment
Cllr Mrs J Hulls	Illness
Cllr I Judson	Other commitment

RESOLVED: to approve the apologies for absence submitted by Councillors.

164. VARIATION OF ORDER OF BUSINESS

There were no variations to the order of business on the Agenda.

165. DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

166. DISPENSATIONS

There were no written applications or requests for dispensation from a Member who had a Disclosable Pecuniary Interest (DPI) or Other Disclosable Interest (ODI) to allow them to stay in the meeting and vote during consideration of the relevant item.

167. PUBLIC SPEAKING – 10 MINUTES

a) **Members of the public**

No items were raised.

b) **Police report**

PCSO Boss introduced himself and explained he had recently replaced PCSO Buchanan who now covered the Risley and Stanton areas as part of a general reorganisation of officers. PCSO Boss had worked in Sawley for 5 years and was looking forward to his new position.

	Nov 12	Dec 12	Jan 13	Feb 13
Auto crime	6	5	4	3
Criminal damage	7	8	5	4
Dwelling Burglary	2	2	4	0
Other burglary	10	4	4	0
Other	5	5	2	0
Theft	10	5	7	7
Violence	8	5	3	3
Overall crime:	48	34	29	17
Anti-social behaviour	36	22	33	
Detection rate:	18.4%	27.3%	31%	29.4

PCSO Boss was unable to provide the March crime figures due to IT problems, but confirmed the overall crime figures were 39 in 2013 compared to 40 in 2012. Full monthly details would be provided.

The police were again dealing with issues of anti social behaviour on Doncaster Avenue Recreation Ground and St Giles' Park. Councillors noted there were also problems with youths around St Giles' Church.

Councillors enquired what more could be done to deal with late night revellers in the village centre as a result of extended licensing hours.

PCSO Boss confirmed he would look into all matters raised. He asked residents to contact the police to report any issues of concern.

PCSO Boss left the meeting at 8.00pm and was thanked for attending.

c) County Councillor's report

County Council Elections

All residents were encouraged to use their vote for the County Council elections being held on Thursday, 2 May 2013.

Council Tax

DCC had frozen Council Tax payments for the third year running.

Blue Badges

DCC was currently running a month long campaign to highlight misuse of the Blue Badge scheme. Fines of up to £1,000 could be issued.

Potholes

DCC was continuing repair work to potholes and pavements to clear the backlog of urgent repairs caused by flooding and severe winter weather.

d) Borough Councillors' Report

It was confirmed that Jubilee benches were located in the following areas:

1. Along the canal side between the main bridge and path to the north
2. Cloudside nature reserve to view Stanton Gate
3. Springfield Park near the wildlife area
4. Hayworth Road public open space

e) Representatives from outside bodies report

There was no report under this heading.

168. TO APPROVE THE MINUTES OF THE MEETING HELD ON TUESDAY, 5 MARCH 2013

a) Approval of the Minutes

RESOLVED: that the Minutes of the meeting held on Tuesday, 5 March 2013 as previously circulated to Members, were signed as a correct record.

b) Matters Arising from the Minutes

Page 73. Christmas lights

It was confirmed that an order had been placed for new Christmas pea-lights.

Page 73. Office lease agreement / Rent

The Council was still awaiting confirmation from the Police Authority that a new office lease agreement had been drawn up by their Legal Department.

In addition, the cost of office rent for 2013/14 was still awaited.

Page 74. Annual Tree Inspection

Mr Coupe (Poplar Tree Services) was currently undertaking the annual tree inspection and a report would soon be received identifying areas for work.

169. TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY, 5 MARCH 2013

a) Minutes of the Meeting

RESOLVED: that the Minutes of the Planning Committee meeting held on Tuesday, 5 March 2013, as previously circulated to Members be received and noted.

b) Matters Arising from the Minutes

There were no matters arising.

170. TO DETERMINE WHICH ITEMS FROM THE AGENDA, IF ANY, FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED

RESOLVED: that in view of the confidential nature of the business to be transacted under Item 155. Chairman's Announcements relating to quotations and legal advice, a resolution was passed to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item.

171. CHAIRMAN'S ANNOUNCEMENTS

St Giles' Church: Retaining wall

The Chairman reported that following an initial site visit to view parts of the retaining wall at St Giles' Church requiring repair work, she had arranged to meet with a resident, whose property was adjoining the Church boundary wall, to discuss progress of work.

172. REPORT OF THE PARISH CLERK ON: -

I. Concurrent Functions grant from EBC 2013/14

It was confirmed that funding would shortly be issued by EBC, which included an additional grant of £2,659 from Central Government, the details of which were not known by the Parish Council at the time of budget submission.

	2013/14
Precept	27,970.00
Concurrent Function (EBC grant)	36,446.00
Total:	64,416.00

General Administration = Precept	27,970.00
Recreation & Amenity Areas	18,681.00
Burial Grounds	2,235.00
Clerk's Salary (70%)	12,871.00
Public Lighting	0.00
	61,757.00
Central Government Grant	£2,659
Total:	64,416.00

II. Parks maintenance: Inspection reports and priorities for work

It was reported that the Clerk had obtained an itemised quotation from Horizon for work required following recent playground inspections.

- Doncaster Avenue Recreation Ground: £244
- Springfield Park: £230

RESOLVED: to approve the above quotation for general repairs.

III. Springfield Park: Creation of hard standing area for waste bin

Two new waste containers had been positioned on the parks and were working well. Since the container on Springfield Park needed moving for weekly collections, it was suggested that a concrete base or slabbed area could be created to avoid continual erosion of the ground surface.

RESOLVED: that a quotation from Horizon be obtained.

IV. Sandiacre Children's Centre: Application to hold Summer event 14/8/13

It was reported that volunteers from Sandiacre Children's Centre were seeking permission to hold a public event on Doncaster Avenue Recreation Ground on 14/8/13 between 12.30pm and 3.00pm following the success of their 2012 Summer event.

RESOLVED: that permission be granted.

173. COMPLAINTS POLICY

This item would be considered at the next meeting.

174. SPRINGFIELD PARK SUB-STATION LEASE AGREEMENT

It was reported that the finalised lease agreement was expected shortly.

175. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS

Circ 7/13	Section 137 Expenditure Limit for 2013/2014: £6.98 per elector on roll Quality Parishes Scheme Survey now Live More Support for Communities and Local Councils in Planning Community Infrastructure Levy Vacancy Clerk/RFO: Hodthorpe and Belpth Parish Council Vacancies: Elmton with Creswell Parish Council
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RESOLVED: to note the above circular.

176. FINANCE

I. Accounts for payment

		£
DD	Eclipse Internet	17.94
DD	Peninsula HR and H/S services	150.00
2326	BT Calls and rental	186.28
2327	DB's Constabulary Office rent: 1/4/12 - 31/3/13	900.00
2328	E.on Christmas lights	43.74
2329	RSS Playmakers Play equipment inspections: March	72.00
2330	EBC Litter collection 2012/13	2,628.29
2331	EBC Litter/dog waste bags: 2013 (PC)	246.00
2332	Horizon Landscapes Grounds mtce: Jan/February 2013	2,643.00
2333	Mrs M Bloor Salary: March 2013	1,175.81

2334	HMRC	Tax/NIC: March 2013	352.40
2335	Memorial Institute	Hire of hall: Nov/March 2013	109.36
2327	DB's Constabulary	CANCELLED: NO VAT DUE	-900.00
2336	The Memorial Inst	Room hire 6/11/12 to 5/3/13	109.36
2337	Andrew's Grdn Serv	Litter picking: March 7,14,21,28	408.00
2338	Andrew's Grdn Serv	Removal of Memorial stone	20.00
2339	Andrew's Grdn Serv	Filling salt bins (3rd fill)	50.00
2340	Mr Morris	Chain link / keys / locks (new bins)	46.80
2341	Andrew's Grdn Serv	Collect and deliver new bins	30.00
2342	Viking	Binders	30.19
2343	Viking	Toner (1/2 price)	83.99
2344	EBC	Cemetery bin coll: 1/4/13 & 30/6/13	66.30
2345	Severn Trent	Cemetery: Water charge from 1/4/13	90.72
2346	DALC	Annual subscription from 1/4/13	829.67
2347	DB's Constabulary	Office rent: 1/4/12 - 31/3/13	750.00
2348	E.on	Charges: 1/1/13 - 31/3/13	9.25
DD	SITA	Parks: Refuse bins (1st) 20/3 & 31/3	26.28
2349	ICCM	Annual subscription from 1/4/13	£90.00
2350	Mrs M Bloor	Spr Park: Replacement keys for SITA	6.00
2351	Mr Morris	Spr Park: Replacement keys for gate	8.85
		Total:	<u>10,280.23</u>

RESOLVED: to approve the above payments

II. Income and Interest received

			£
Income	20-Mar Gillotts	G198 Plot for 1 / Interment	475.00
	Gillotts	G145 Interment	200.00
	Co-op FS	A74 Approval of plaque	<u>50.00</u>
			<u>725.00</u>
	20-Mar Hopkinson Memorials	A133 Approval of plaque	50.00
Interest		HSBC (1st A/C) interest: March	1.46
		HSBC (2nd A/C) interest: 19/2/13	0.10
		HSBC (2nd A/C) interest: 19/3/13	0.12

RESOLVED: to note the above income and interest received

III. Quotations

There were no further quotations received.

IV. Budget Appraisal

The Clerk presented details of the Council's financial position.

177. ITEMS FOR INFORMATION ONLY – CORRESPONDENCE

DCC Derbyshire Big Deals: Register to save on fuel bills
Parish and Town Council Liaison Forum: Matlock 6/6/13 at 6.00pm
Derby and Derbyshire Waste Plan: Responses by 17/5/13
EBC Tree grants: 'Trees for Schools' / 'Community trees': Apply by 30/4/13
GENERAL Dept. for Transport: HS2 Exceptional hardship scheme: Consultation
Canal and River Trust: Invitation to attend open day: 19/5/13
The Clerk magazine: March 2013

RESOLVED: to note the above items of correspondence

PART 2. CONFIDENTIAL ITEM

178. CONFIDENTIAL ITEM

To move the following resolution - That in view of the confidential nature of the business about to be transacted (in respect of quotations and legal advice) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.

St Giles' Church / Church Farm retaining wall

It was reported that the Clerk had sought to establish who had responsibility for maintenance of the retaining wall around St Giles' Church, which was in partial need of repair.

RESOLVED:

1. That the Clerk liaise with the Church Architect, Conservation Officer, structural engineers and contractors to establish what work was required to ensure stability to parts of the retaining wall adjacent to Church Farm.
2. That the Parish Council proceed with preliminary repair work to ensure stability of the retaining wall, thereby avoiding any delay and ensuring safety.
3. That the Parish Council, if considered necessary, obtain legal advice up to a limit of £500, to assist the Clerk in establishing the legal position for maintenance responsibility and future funding.

179. DATE AND TIMES OF THE NEXT MEETINGS

TUESDAY, 7 MAY 2013

- Annual Parish Council meeting 6.30pm
- Planning Committee meeting 7.00pm
- Parish Council meeting 7.30pm

The meeting closed at 8.55pm.

Signed by the Chairman: _____ Date: _____

SANDIACRE PARISH COUNCIL

www.sandiacreparishcouncil.org

Minutes of the ANNUAL PARISH COUNCIL meeting held on Tuesday, 7 May 2013 at 6.30pm in The Memorial Institute, Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

PRESENT:

	Cllr Mrs A Noskwith (Chairman)
	Cllr S Bilbie
	Cllr Mrs J Chandler
A	Cllr Mrs S Dickman
	Cllr G Dinsdale
	Cllr A Hardy (Vice-Chairman)
A	Cllr Miss K Hales
	Cllr A Hughes
A	Cllr Mrs J Hulls
	Cllr P Hunt
A	Cllr I Judson
	Cllr W Major
	Cllr L White
	Cllr Mrs N White

IN ATTENDANCE: Mrs M Bloor - Clerk to the Council

MEMBERS OF THE PUBLIC: No members of the public were present.

1. ELECTION OF THE PARISH COUNCIL CHAIRMAN FOR THE YEAR 2013/14

RESOLVED that Cllr Mrs Noskwith be elected Chairman of the Parish Council for the ensuing year.

2. SIGNING OF THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

In accordance with the Local Government Act 1972, the Chairman, Cllr Mrs Noskwith signed the Declaration of Acceptance of Office before the Clerk.

3. ELECTION OF THE PARISH COUNCIL VICE-CHAIRMAN FOR THE YEAR 2013/14

RESOLVED that Cllr A Hardy be elected Vice-Chairman of the Parish Council for the ensuing year.

4. SIGNING OF THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

In accordance with the Local Government Act 1972, the Vice-Chairman, Cllr Hardy signed the Declaration of Acceptance of Office before the Clerk.

5. TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Mrs Dickman	Holiday
Cllr Miss Hales	Work commitment
Cllr Mrs Hulls	Meeting engagement
Cllr Judson	Prior commitment

RESOLVED to accept the apologies submitted by Councillors.

6. DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest received.

7. TO CONFIRM THE NON-CONFIDENTIAL MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY, 1 MAY 2012

a) Approval of the Minutes

RESOLVED that the Minutes of the meeting held on Tuesday, 1 May 2012, as previously circulated to Members, were signed as a correct record.

b) Matters Arising from the Minutes

There were no matters arising

8. COMMITTEE STRUCTURE 2013/2014

1. **RESOLVED** that the Parish Council Chairman be elected to each Committee ex-officio.
2. **RESOLVED** that election of the Committee Chairman would take place at the first convened meeting of each Committee.
3. **RESOLVED** that the under mentioned Councillors constituted membership of the following Committees for the ensuing year:

a) Planning Committee (9)

Cllr Mrs Noskwith (Ex officio), Cllr Mrs Chandler, Cllr Dinsdale, Cllr Miss Hales, Cllr Hardy, Cllr Hughes, Cllr Hunt, Cllr Major and Cllr White

Terms of Reference

The Planning Committee has delegated authority to make independent decisions upon planning applications, unless applications were brought before the full Council due to time restraints or the importance of the application.

b) Finance Committee (9)

Cllr Mrs Noskwith (Ex officio), Cllr Mr Bilbie, Cllr Dinsdale, Cllr Hughes, Cllr Mrs Hulls, Cllr Hunt, Cllr Judson, Cllr Major and Cllr Mrs White

Terms of Reference

The Finance Committee meets in November to monitor the Council's spending, review its financial affairs, set the annual budget and determines the parish Precept and Concurrent Function's budget. Throughout the year there are monthly financial reports presented to the full Council for regular monitoring of income and expenditure.

c) Churchyard, Recreation and Road Safety Committee (10)

Cllr Mrs Noskwith (Ex officio), Cllr Bilbie, Cllr Mrs Chandler, Cllr Mrs Dickman, Cllr Miss Hales, Cllr Hardy, Cllr Hughes, Cllr Mrs Hulls, Cllr White and Cllr Mrs White.

Terms of Reference

The Committee shall meet as required throughout the year.

d) Personnel Committee

The Personnel Committee shall consist of the Chairman and all Members of the Council, with a quorum of 5 Members.

Terms of Reference

The Committee shall meet as required throughout the year. The Personnel Committee's role is to deal with all matters relating to employees the Parish Council may wish to deal with outside of a full Parish Council meeting.

The Parish Council delegates the power to the Personnel Committee to make decisions regarding employment matters on their behalf, including matters regarding grievance and disciplinary procedures.

It should be recognised that whilst the Personnel Committee are bound by the requirements to publicly advertise meetings and to publish Agendas and Minutes, that the majority of business is likely to be conducted in closed session due to the confidential nature of the business being transacted.

e) Personnel Committee – Sub Committees

Grievance and Disciplinary Panels

The Grievance and Disciplinary Panels shall consist of the Chairman and two Members, to be called upon as and when available.

Appeal Panel

The Appeal Panel shall consist of the Chairman or Vice-Chairman and two other Members, not previously involved, to be called upon as and when available.

9. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED that the under mentioned representatives be appointed to Outside Bodies as detailed below, for the ensuing year:

- a) Borough and Parish Council's Forum (EBC)
Any Member may attend.
- b) Memorial Institute Management Board of Trustees
Cllr Mrs Noskwith, Cllr Bilbie, Cllr Hardy, Cllr White and Cllr Mrs White.
- c) Parish and Town Councils' Liaison Forum
Any Member may attend.
- d) Risley Education Foundation
It was noted that the term of office for the representative was four years (2010/2014) and the current representative was Mr F Jones.
- e) Dr Bland's Alm Houses – Charitable Trust
One member of the Parish Council, together with the County Councillor, Vicar of St Giles' Church and currently, Mrs M Jowett.

The meeting closed at 6.35pm

Signed by the Chairman: _____

Date: _____

SANDIACRE PARISH COUNCIL

www.sandiacreparishcouncil.org

Minutes of the Parish Council meeting held on Tuesday, 7 May 2013 at 7.30pm in The Memorial Institute, Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

PRESENT:

	Cllr Mrs A Noskwith (Chairman)
	Cllr S Bilbie
	Cllr Mrs J Chandler
A	Cllr Mrs S Dickman
	Cllr G Dinsdale
A	Cllr Miss K Hales
	Cllr A Hardy (Vice-Chairman)
	Cllr A Hughes
A	Cllr Mrs J Hulls
	Cllr P Hunt
A	Cllr I Judson
	Cllr W Major
	Cllr L White
	Cllr Mrs N White

IN ATTENDANCE: Mrs M Bloor Clerk to the Council

MEMBERS OF THE PUBLIC: No members of the public were present.

PART 1. NON-CONFIDENTIAL ITEMS

1. TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Mrs Dickman	Holiday
Cllr Miss Hales	Other commitment
Cllr Mrs J Hulls	Meeting engagement
Cllr I Judson	Other commitment

RESOLVED: to approve the apologies for absence submitted by Councillors.

2. VARIATION OF ORDER OF BUSINESS

There were no variations to the order of business on the Agenda.

3. DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

4. DISPENSATIONS

There were no written applications or requests for dispensation from a Member who had a Disclosable Pecuniary Interest (DPI) or Other Disclosable Interest (ODI) to allow them to stay in the meeting and vote during consideration of the relevant item.

5. PUBLIC SPEAKING – 10 MINUTES

a) **Members of the public**

No items were raised.

b) **Police report**

In the absence of police officers, Cllr Mrs Noskwith read the report.

	Dec 12	Jan 13	Feb 13	March 13
Auto crime	5	4	3	7
Criminal damage	8	5	4	2
Dwelling Burglary	2	4	0	4
Other burglary	4	4	0	3
Other	5	2	0	6
Theft	5	7	7	6
Violence	5	3	3	3
Overall crime:	34	29	17	31
Anti-social behaviour	22	33		20
Detection rate:	27.3%	31%	29.4%	13.8%

Priority Profiles

Anti-social behaviour: St Giles' Park, Doncaster Avenue Recreation Ground and around the Library.

The next Neighbourhood Panel Meeting would be held on 13/05/13.

It was confirmed PCSO Boss had recently conducted enquiries and there were no further incidents of noise problems from a local Public House.

c) **County Councillor's report**

County Council Elections

The County Council election results were noted.

New departments and officers would shortly be decided.

d) **Borough Councillors' Report**

There was no report under this heading.

e) **Representatives from outside bodies report**

There was no report under this heading.

6. **TO APPROVE THE MINUTES OF THE MEETING HELD ON TUESDAY, 9 APRIL 2013**

a) **Approval of the Minutes**

RESOLVED: that the Minutes of the meeting held on Tuesday, 9 April 2013 as previously circulated to Members, were signed as a correct record.

b) **Matters Arising from the Minutes**

Page 78. Draft Character Appraisal of Sandiacre Lock Conservation Area

The Clerk was asked to make enquires to establish if the boundary line around Sandiacre Lock could be reviewed.

7. TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY, 9 APRIL 2013

a) Minutes of the Meeting

RESOLVED: that the Minutes of the Planning Committee meeting held on Tuesday, 9 April 2013, as previously circulated to Members be received and noted.

b) Matters Arising from the Minutes

There were no matters arising.

8. TO DETERMINE WHICH ITEMS FROM THE AGENDA, IF ANY, FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED

No items were deemed confidential.

9. CHAIRMAN'S ANNOUNCEMENTS

There was no report under this heading.

10. REPORT OF THE PARISH CLERK ON: -

I. Springfield Park: Quotation for creation of hard standing area

The Clerk confirmed that a quotation for £800 had been received for creating a hard standing area on the park for the new refuse bin.

The Clerk was asked to obtain a revised quotation, to reduce cost.

II. To consider allocation of the Central Government grant

Councillors considered the additional allocation of £2,659 from Central Government funding.

RESOLVED: to allocate the extra funding to works required in the Cemetery and Churchyards.

The Concurrent Function's grant from EBC had reduced significantly in the past year and this area for spending had been the greatest affected.

III. Tree report and priorities for work

The Tree Report was tabled and noted.

RESOLVED: that tree works should be prioritised and undertaken, as indicated within the report.

11. WORK TO ST GILES CHURCH / CHURCH FARM RETAINING WALL

The Clerk confirmed that a Structural Engineer had visited the site and his report was being finalised and was expected shortly. He worked for several Local Authorities and was experienced with perimeter Church walls.

Details of the report would be considered at the next meeting.

RESOLVED: that the Parish Council would allow a budget of up to £8,000 for essential work to be undertaken, as advised by the Structural Engineer.

It was noted that the Parish Council had funded essential repair work to the Church retaining wall in the past to ensure continued safety and stability.

12. SPRINGFIELD PARK SUB-STATION LEASE AGREEMENT

RESOLVED: to receive the finalised lease agreement and £1,500 representing the one-off payment for tenancy by Western Power Distribution (East Midlands) PLC covering a 21-year lease.

13. ASSET REGISTER / INSURANCE RENEWAL

RESOLVED: to note the Asset Register and Insurance premiums as stated.

14. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS

Circ 8	HMRC and end of year requirements
Circ 9	HR Workshops – keeping your Council compliant Smisby Parish Council Vacancy for Clerk/RFO
Circ 10	Community Infrastructure Levy (CIL) – Consultation on changes CCLA and the Public Sector Deposit Fund Internal Auditor Severn Trent Water – Your Water, Your Choices Online Banking North Derbyshire Clinical Commissioning Group - Invitation for local people to become a member of their Health Panel Department for Communities and Local Government – Empowering Communities Survey Grant Thornton contact details

RESOLVED: to note the above circulars.

15. FINANCE

I. Accounts for payment

		£
DD Eclipse	Internet	17.94
DD Peninsula	HR and H/S services	150.00
2352 Horizon	Grounds maintenance: March 13	1,321.50
2353 DECX	New pea-lights (30 strings)	996.00
2354 Zurich Insurance	Annual premium (1/6/13 to 31/5/14)	3,063.53
2355 Mrs Bloor	Salary / Burial allowance 12/4	1,223.37
2356 HMRC	Tax: £131.20 / NIC: £206.46	337.66
■ RSS	Playground Insp's: March (No charge)	0.00
2357 Andrew Gardens Serv.	Litter Picking April: 6,13,21,27,4/5	531.00
2358 M Dunham	Litter Picking April: 16/4, 17/4 & 18/4	54.00
2359 Andrew Gardens Serv.	DARG: Removal of branches / debris	30.00
2360 Andrew Gardens Serv.	Cemetery: Low level maintenance	60.00
2361 Andrew Gardens Serv.	Church yards: General clearance	60.00
		<u>7,845.00</u>

RESOLVED: to approve the above payments

II. Income and Interest received

10-Apr EBC: Precept and CF grant	64,416.00
11-Apr Cemetery fees: G188, G125, G196, A36	1,225.00
18-Apr HMRC	4,347.90
Western Power: Sub station lease	<u>1,500.00</u>
	<u>71,488.90</u>

£

HSBC 1.12

RESOLVED: to note the above income and interest received

III. Quotations

There were no further quotations received.

IV. Budget Appraisal

It was noted that the Clerk was preparing the Year End Accounts and details would be provided at the next meeting.

16. ITEMS FOR INFORMATION ONLY – CORRESPONDENCE

DCC	Temporary road closure: Wood Avenue for resurfacing work between May and August 2013
EBC	Erewash in Bloom – Gardening competition
GENERAL	Clerks and Councils Direct May 2013

RESOLVED: to note the above items of correspondence

PART 2. CONFIDENTIAL ITEM

17. CONFIDENTIAL ITEM

No items were deemed confidential.

18. DATE AND TIMES OF THE NEXT MEETINGS

TUESDAY, 4 JUNE 2013

- Planning Committee meeting 7.00pm
- Parish Council meeting 7.30pm

The meeting closed at 8.25pm.

Signed by the Chairman: _____ Date: _____

SANDIACRE PARISH COUNCIL

www.sandiacreparishcouncil.org

Minutes of the Parish Council meeting held on Tuesday, 4 June 2013 at 7.30pm in The Memorial Institute, Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

PRESENT:

	Cllr Mrs A Noskwith (Chairman)
	Cllr S Bilbie
	Cllr Mrs J Chandler
	Cllr Mrs S Dickman
A	Cllr G Dinsdale
A	Cllr Miss K Hales
	Cllr A Hardy (Vice-Chairman)
	Cllr A Hughes
	Cllr Mrs J Hulls
	Cllr P Hunt
A	Cllr I Judson
	Cllr W Major
	Cllr L White
	Cllr Mrs N White

IN ATTENDANCE: Mrs M Bloor Clerk to the Council
PCSO P Boss

MEMBERS OF THE PUBLIC: No members of the public were present.

PART 1. NON-CONFIDENTIAL ITEMS

19. TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Dinsdale	Holiday
Cllr I Judson	Prior commitment

RESOLVED: to approve the apologies for absence submitted by Councillors.

20. VARIATION OF ORDER OF BUSINESS

There were no variations to the order of business on the Agenda.

21. DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

22. DISPENSATIONS

There were no written applications or requests for dispensation from a Member who had a Disclosable Pecuniary Interest (DPI) or Other Disclosable Interest (ODI) to allow them to stay in the meeting and vote during consideration of the relevant item.

23. PUBLIC SPEAKING – 10 MINUTES

a) Members of the public

No items were raised.

b) Police report

PCSO Boss presented the police report and explained it was shown in a revised format to provide Councillors with the most recent data.

Cllr Bilbie joined the meeting at 7.35pm and gave apologies for late arrival.

Crime statistics

	May 2012	May 2013	Difference
Anti Social Behaviour	36	19	-17
Crime	48	27	-21

Councillors noted that it was useful to be aware of trends, including a general indication of areas targeted for crime. Doncaster Avenue Recreation Ground and Springfield Park were currently experiencing ongoing incidents of vandalism and ASB.

Priority Profiles

Anti-social behaviour: St Giles' Park, Doncaster Avenue Recreation Ground and around the Library.

Councillors enquired what more could be done regarding unauthorised cycles and motorcycles using the canal towpath and also mopeds and cycles being driven dangerously in public places, particularly near bus stops.

Residents were encouraged to provide descriptions of drivers and take details of registration numbers to help the police take action.

It was reported that PC Hockley was currently working on secondment.

The next Neighbourhood Panel Meeting would be held on 3 August 2013 at 11.00am in Sandiacre Library.

PCSO Boss was thanked for his report.

c) County Councillor's report

Mr Ian Stephenson was currently acting Chief Executive of the County Council until a permanent post holder was appointed.

A new schedule of Council meeting dates was expected shortly.

d) Borough Councillors' Report

There was no report under this heading.

e) Representatives from outside bodies report

There was no report under this heading.

24. TO APPROVE THE MINUTES OF THE MEETING HELD ON TUESDAY, 7 MAY 2013

a) Approval of the Minutes

RESOLVED: that the Minutes of the meeting held on Tuesday, 7 May 2013 as previously circulated to Members, were signed as a correct record.

b) Matters Arising from the Minutes

There were no matters arising.

25. TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY, 7 MAY 2013

a) Minutes of the Meeting

RESOLVED: that the Minutes of the Planning Committee meeting held on Tuesday, 7 May 2013, as previously circulated to Members be received and noted.

b) Matters Arising from the Minutes

There were no matters arising.

26. TO DETERMINE WHICH ITEMS FROM THE AGENDA, IF ANY, FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED

No items were deemed confidential.

27. CHAIRMAN'S ANNOUNCEMENTS

There was no report under this heading.

28. REPORT OF THE PARISH CLERK ON: -

I. Springfield Park: Revised quotation for creation of hard standing area for refuse bin £620 + VAT

Revised quotation: Footpath to be constructed on a road stone footing and mortared into position. The proposed concrete edgings would be replaced with mortar to reduce cost. Soil and seed would be graded to the edges.

RESOLVED: that the revised quotation from Horizon be approved.

II. Draft Character Appraisal for Conservation Areas: Meeting 11/6/13 at 9.30am

RESOLVED: that the Clerk would attend and report back to the next meeting.

III. Free membership of the National Association of Local Councils Direct Access Scheme

RESOLVED: that the Clerk would apply for free membership of the scheme.

IV. Revised office rent agreement and expected charge

It was noted that the Police Authority intended to increase the Parish Council office rent from £750 to £1,000 per year when extending the 3-year lease agreement. The Clerk used the office for three days per week.

Councillors considered if the increase was good value for money, given the general state and appearance of the premises, which required redecoration.

RESOLVED: that the Clerk would meet with Mr Chris Gray (Police Estates) to discuss the possibility of an increase in rent being used for reinvestment into the police house to improve the appearance.

Approval of the new lease would then be considered at the next meeting.

PCSO Boss left the meeting at 7.50pm and was thanked for attending.

29. WORK TO ST GILES CHURCH / CHURCH FARM RETAINING WALL

The Clerk confirmed that Mr B Eames (Chartered Structural Engineer) based in Kimberley had visited the site and his report and sketch was noted.

The wall retained part of the church graveyard with the lower side facing Church Farm house, garden and yard area.

Three areas of the retaining wall at St Giles' Church were appraised for remedial work. Two areas were found to be safe and did not need attention at the present time.

- a. *Wall nearest house: No current need for remedial work. For the future, the only option for repair would be complete renewal of the wall, as isolated repair would not achieve long-term stability.*
- b. *Course dry stone: Badly weathered at lower level. Practical to repair the stonework at this position and other small areas, but not essential immediately.*
- c. *Coursed and random dry stonewall: Rebuilding required by dry stonewall mason.*

RESOLVED: that the Clerk would obtain three quotations for work and details would be brought to the next meeting.

30. YEAR END ACCOUNTS 2012/2013 FOR SUBMISSION TO THE AUDIT COMMISSION

- a) To accept the Annual Return for the year ended 31 March 2013: Sections 1 & 2

In accordance with regulations, the Annual Return for 2012/2013 and balance sheets were considered for approval.

1. **RESOLVED:** that the Accounting Statements for 2012/2013 be approved by the Council
2. **RESOLVED:** that the Annual Governance statement be approved by the Council

The Chairman and Clerk (as Responsible Financial Officer) signed the documents.

- b) To receive the report of the Internal Auditor

The Internal Auditor's report was received and noted. Financial records and accounts were maintained to a high standard and were in good order.

c) To appoint the Internal Auditor for 2013/2014

RESOLVED: that Mr D Ingman be appointed Internal Auditor for 2013/2014.

The Clerk was thanked for her work preparing the End of Year accounts.

31. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS

DALC Circ 12	<ul style="list-style-type: none"> • Online Banking • Training Events • Rural Action Derbyshire Vacancy – Wheels to Work • Local Councils Win New Community Powers
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RESOLVED: to note the above circular.

32. FINANCE

I. Accounts for payment

			£	£	£
DD	SITA	Refuse bin collection x 2 (May)	26.75	1.52	28.27
DD	Eclipse	Internet	14.95	2.99	17.94
DD	Peninsula	HR and H/S services (May)	125.00	25.00	150.00
2362	Horizon	Grounds maintenance: April	999.33	199.87	1,199.20
2363	Chem-Clean Services	Youth Shelter: Clean graffiti / wax	120.00	24.00	144.00
2364	RSS	Inspections: May	60.00	12.00	72.00
2365	Mr D Mills	Churchyard: Removal of dead tree	160.00		160.00
2366	Mrs M Bloor	Salary: May	1,199.65		1,199.65
2367	HMRC	Tax / NIC: May	326.21		326.21
2368	Andrew's Gdn Service	Springfield Pk: Remove items	30.00		30.00
2369	Andrew's Gdn Service	DARG: Remove items	5.00		5.00
2370	Andrew's Gdn Service	Spr Pk: Remove broken gate	10.00		10.00
2371	Andrew's Gdn Service	Cem: Grounds maintenance (May)	60.00		60.00
2372	Andrew's Gdn Service	Cemetery: Empty compound	30.00		30.00
2373	Andrew's Gdn Service	Cem: Grounds maintenance (June)	60.00		60.00
2374	Andrew's Gdn Service	Litter picking (May) 4 weeks	450.00		450.00
			3,676.89	265.38	3,942.27

1. RESOLVED: to approve the above payments

It was noted that the Clerk had recently undertaken a site visit with an Engineer from RSS and the cost of repair work to play equipment was not as high as first indicated. The inspection reports had subsequently been updated and essential repair work prioritised.

As a gesture of goodwill, RSS had not charged the Council for April's inspections to both parks.

Councillors noted that the parks maintained by the Parish Council were well looked after and Mr Wallace did a very good job of litter picking.

It was noted that street cleaning by EBC could be improved and it was noticeable that cigarette stubs were left on pavements. The Clerk would notify EBC of the problem.

Councillors considered if it was time to remove the Youth Shelter on Doncaster Avenue Recreation Ground since it sustained repeated acts of vandalism and the Council continued to meet ongoing costs to ensure safety and removal of graffiti.

2. RESOLVED: that the Clerk investigated the cost of removal of the Youth Shelter and necessary ground restoration.

II. Income and Interest received

	£
13-May Pre-purchase of G169 for 2	591.00
15-May EBC: Play Scheme grant	<u>1,200.00</u>
Total:	<u>1,791.00</u>
HSBC Business Account: Interest May	3.01
Election Account: Interest May	0.16

RESOLVED: to note the above income and interest received

III. Quotations

A quotation for painting play equipment on Springfield Park and Doncaster Avenue Recreation ground had been received from Mr M Dunham at a cost of £240. It was noted that the Parish Council would purchase paint separately, which was suitable for children's play areas.

RESOLVED: to approve the quotation from Mr Dunham.

IV. Budget Appraisal

RESOLVED: to note the report presented.

33. ITEMS FOR INFORMATION ONLY – CORRESPONDENCE

DCC	Temporary Road Closure – Carriageway resurfacing: Town Street and Longmoor Lane - 9/6/13, 16/6/13, 23/6/13: Between 09:00 hours until 00:00 hours Bostock's Lane – One Way Restriction: 30/6/13 and 30/8/13 Between 07.00hours and 19:00 hours on any 2 Sundays between the above dates Bostock's Lane – Temporary speed limit on any 2 Sundays between the above dates
EBC	List of buildings of local interest: Annual review & Register of gardens of local interest Small grant funding 2013/14: £1,200 for Play Scheme approved
GENERAL	Long Eaton & South Community Forum: Tuesday, 18/6/13 7.00pm Severn Trent Water: Water mains improvement works: Vine Crescent, Kings Road, Charles Avenue, Recreation Road, Mornington Crescent, Mill Lane and Town Street: From 28/5/13 for 16 weeks Long Eaton Community Forum: Tuesday, 18/6/13 at 7:00pm LE Town Hall's Council Chambers Volunteering News: Summer 2013

RESOLVED: to note the above items of correspondence

PART 2. CONFIDENTIAL ITEM

34. CONFIDENTIAL ITEM

No items were deemed confidential.

35. DATE AND TIMES OF THE NEXT MEETINGS

TUESDAY, 2 JULY 2013

- Planning Committee meeting 7.00pm
- Parish Council meeting 7.30pm

The meeting closed at 8.10pm.

Signed by the Chairman: _____ Date: _____

SANDIACRE PARISH COUNCIL

www.sandiacreparishcouncil.org

Minutes of the Parish Council meeting held on Tuesday, 2 July 2013 at 7.30pm in The Memorial Institute, Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

PRESENT:

- Cllr Mrs A Noskwith (Chairman)
- Cllr S Bilbie
- Cllr Mrs J Chandler
- Cllr Mrs S Dickman
- Cllr G Dinsdale
- Cllr Miss K Hales
- Cllr A Hardy (Vice-Chairman)
- Cllr A Hughes
- Cllr Mrs J Hulls
- Cllr P Hunt
- Cllr I Judson
- Cllr W Major
- Cllr L White
- Cllr Mrs N White

IN ATTENDANCE: Mrs M Bloor - Clerk to the Council

MEMBERS OF THE PUBLIC: Mr A Ure - Sandiacre Town Football Club

The Chairman led Members in a minute's silence to pay tribute to Mrs Barbara Uren who had been a Parish and Borough Councillor for many years and had recently passed away. Earlier in the day, the Chairman, Vice-Chairman and Clerk had attended the funeral to represent the Parish Council.

PART 1. NON-CONFIDENTIAL ITEMS

36. TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Major had forwarded apologies for expected late arrival due to attending another meeting.

37. VARIATION OF ORDER OF BUSINESS

There were no variations to the order of business on the Agenda.

38. DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

39. DISPENSATIONS

There were no written applications or requests for dispensation from a Member who had a Disclosable Pecuniary Interest (DPI) or Other Disclosable Interest (ODI) to allow them to stay in the meeting and vote during consideration of the relevant item.

40. PUBLIC SPEAKING – 10 MINUTES

a) **Members of the public**

Mr Ure highlighted the work undertaken by Sandiacre Town Football Club to promote football activities within the local community. The Club met each Saturday morning from 10.00am until 11.00am at Cloudside School.

The Club was recently selected as one of only three Derbyshire teams to be involved in the Sir Bobby Robson National Football Day on 10/8/13 to promote awareness of the charity and raise funds.

It was confirmed the Parish Council would be pleased to promote the Club's activities.

The Chairman thanked Mr Ure for attending.

b) Police report

PCSO Boss and PC Hockley were unable to attend the meeting and the Chairman read from the police report.

Crime statistics

	May 2012	May 2013	Difference
Anti Social Behaviour	36	19	-17
Crime	48	27	-21

	June 2012	June 2013	Difference
Anti Social Behaviour	38	27	-11
Crime	38	30	-8

Priority Profiles

Anti-social behaviour: St Giles' Park, Doncaster Avenue Recreation Ground and around the Library.

Councillors raised concerns of cars parked inconsiderately on the corner of Shaftesbury Avenue and York Avenue and also on Woodside Road.

It was reported that PC Hockley would return to Sandiacre on Thursday, 4/7/13.

c) County Councillor's report

There was no report under this heading

d) Borough Councillors' Report

There was no report under this heading.

e) Representatives from outside bodies report

There was no report under this heading.

41. TO APPROVE THE MINUTES OF THE MEETING HELD ON TUESDAY, 4 JUNE 2013

a) Approval of the Minutes

RESOLVED: that the Minutes of the meeting held on Tuesday, 4 June 2013 as previously circulated to Members, were signed as a correct record with two amendments:

Page 10: Accounts for payment

SITA (DD) £28.27: Refuse bin collection
First invoice dated 31/3/13 due for payment 30/4/13

Chem-Clean Services
Cheque 2363 to read £120, as VAT had been missed

b) Matters Arising from the Minutes

Page 8 – Hard standing area for SITA refuse bin

Horizon had completed work to the hard standing area on Springfield Park.

Page 11 - Quotation for play area paint

Horizon had sourced paint and Mr Dunham would complete work to the play areas in the coming week.

42. TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY, 4 JUNE 2013

a) Minutes of the Meeting

RESOLVED: that the Minutes of the Planning Committee meeting held on Tuesday, 4 June 2013, as previously circulated to Members be received and noted.

b) Matters Arising from the Minutes

There were no matters arising.

43. TO DETERMINE WHICH ITEMS FROM THE AGENDA, IF ANY, FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED

No items were deemed confidential.

44. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that the lantern on the lamp column near the Toilet Block seating area was missing. Its current location was not known although the Clerk had made enquiries.

The Clerk was asked to contact Harlites to establish if they held the lantern in storage following dismantling of Christmas lights and if necessary, to ascertain the cost of a replacement.

45. REPORT OF THE PARISH CLERK ON: -

- I. Draft Minutes of the Conservation Area Meeting: Sandiacre Conservation Areas Appraisal

Draft Minutes of the meeting held on Tuesday, 11/6/13 had been previously circulated, which related to the draft Character Appraisal of Sandiacre Canalside and Cloudside Conservation areas.

RESOLVED: to note the contents of the draft Minutes.

II. Derby Road bus shelter: Costs involved

It was confirmed that the cost of a new bus shelter would be £4,000, shared equally between the Parish Council and DCC. The Parish Council would be responsible for insurance and maintenance.

RESOLVED: to note the costs involved and consider installation in the future, if funding allowed.

The Clerk was asked to notify EBC that the bus shelter opposite The Bridge Inn PH had been damaged and was in need of repair.

III. DCC Minor Maintenance Grant £315: Public footpath 14

It was reported that DCC had enquired if the Parish Council could arrange for low-level maintenance work to be undertaken along public footpath 14, which ran the length of Cloudside School using the annual DCC Minor Maintenance Grant of £315.

Mr A Wallace had confirmed he could carry out two cuts per year to clear undergrowth on the footpath and remain within budget.

RESOLVED: that Mr Wallace should undertake the work and the Parish Council would apply for the annual grant.

46. DELEGATION OF COUNCIL DECISIONS OVER THE SUMMER RECESS

RESOLVED that the Clerk be given delegated authority to raise cheques and consider quotations over the Summer recess, following consultation with the Chairman.

47. WORK TO ST GILES CHURCH / CHURCH FARM RETAINING WALL

The Clerk confirmed that three quotations had been sourced from contractors able to carry out work to the retaining wall. However, two contractors had declined to quote having decided the work was too specialised.

One further quotation was awaited when the contractor could visit the site.

RESOLVED: that the Clerk would obtain two further quotations for work.

48. REVISED PARISH COUNCIL OFFICE LEASE AGREEMENT

It was confirmed that the Clerk had met with Mr C Gray (Police Estates) and an inventory of the police house had been undertaken to prioritise areas for repair work and decorating.

Some aspects of the work had already been carried out.

RESOLVED: that the lease agreement be approved from July 2013 until June 2016.

The Chairman and Vice-Chairman signed the document.

49. YOUTH SHELTER – DONCASTER AVENUE RECREATION GROUND

The Clerk reported that two quotations had been received to remove the shelter following repeated acts of vandalism and graffiti over many years.

Following discussion, a vote was taken regarding removal of the shelter:

In favour: 13 Abstention: 1

1. **RESOLVED:** that the Youth Shelter be written off, dismantled and removed off site
2. **RESOLVED:** that Mr Wallace be awarded the contract at a cost of £80
3. **RESOLVED:** that the Clerk issue a press release and inform Zurich Insurance that the Asset Register should be adjusted accordingly

50. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS

No circulars were presented.

51. FINANCE

I. Accounts for payment

			£	£	£
DD	Eclipse	Internet	14.95	2.99	17.94
DD	Peninsula	HR and H/S services (June)	125.00	25.00	150.00
DD	SITA (2nd)	Refuse bin collection	34.64	6.93	41.57
DD	SITA (3rd)	Refuse bin collection	56.54	11.31	67.85
2375	Horizon	Grounds maintenance: May	999.33	199.87	1,199.20
2376	BT	Rental and calls	150.33	30.06	180.39
2377	E.on	DARG: Electricity supply	124.10	6.21	130.31
2378	Poplar Tree Serv	Tree survey	275.00		275.00
2379	Mrs M Bloor	Postage: Year End submission	2.00		2.00
2380	Chem-Clean Serv	Payment of VAT for cheque 2363		24.00	24.00
2381	Mrs Bloor	Salary: June	1,199.65		1,199.65
2382	HMRC	Tax / NIC June	326.21		326.21
2383	Andrew's GS	Cemetery: Grounds maintenance	60.00		60.00
2384	Andrew's GS	Relocate grit bin: Lincoln Ave.	20.00		20.00
2385	Andrew's GS	Cemetery: Rose bush maintenance	10.00		10.00
2386	Andrew's GS	Cemetery: Empty compound	30.00		30.00
2387	Andrew's GS	Springfield Pk: Clear culvert	20.00		20.00
2388	Andrew's GS	Cemetery: Grounds maintenance	60.00		60.00
2389	Andrew's GS	Litter picking: June	477.00		477.00
2390	EBC	Cem: Bin collection 1/7/13 to 30/9/13	66.30		66.30
2391	RSS	Play inspections: June	60.00	12.00	72.00
2392	RSS	Repairs to play equipment	416.00	83.20	499.20
			4,527.05	401.57	4,928.62

RESOLVED: to approve the above payments.

II. Income and Interest received

		£
17-Jun	Co-op FC: A36 Interment	50.00
	Co-op FC: G159 Headstone approval	25.00
	Lymns: G65 Burial	206.00
17-Jun	Hawleys: G145 Headstone approval	103.00
	Co-op FC: Plot (for 2) & Interment 1	<u>206.00</u>
	Total:	<u>590.00</u>
June	HSBC Business Account: Interest	4.07
June	Election Account: Interest	0.29

RESOLVED: to note the above income and interest received.

III. Quotations

Village Sign To remove village sign for re-painting 50.00 Horizon

Youth Shelter Remove and restore ground 80.00 Andrew's GS

RESOLVED: to approve the two quotations

IV. Budget Appraisal / Monitoring Report

RESOLVED: to note the monitoring report circulated at the meeting.

52. ITEMS FOR INFORMATION ONLY – CORRESPONDENCE

DCC	None to date
EBC	Council Agenda 27/6/13 & Minutes 7/3/13 Email: Amendments to Concurrent Functions funding regarding maximum standards of service for 2014/15
GENERAL	Local Government Boundary Commission: Consultation to end 16/7/13 Broxtowe Borough Aligned Core Strategy: Submission to the Secretary of State on 7/6/13 Clerk and Councils Direct – July 2013 issue Broxtowe Borough Council – Aligned Core Strategy submission to the Secretary of State on 7/6/13 RSS: Renew play equipment inspection for a further 12 months ICCM: Burial process compliance course: Melbourne Parish Council 29/10/13

1. **RESOLVED:** to note the above items of correspondence
2. **RESOLVED:** that Councillors could respond individually to the Boundary Commission consultation
3. **RESOLVED:** that the Parish Council renew the contract with RSS for a further 12 month period
4. **RESOLVED:** that the Clerk attend the burial training course on 29/10/13 at a cost of £120

PART 2. CONFIDENTIAL ITEM

53. CONFIDENTIAL ITEM

No items were deemed confidential.

54. DATE AND TIMES OF THE NEXT MEETINGS

NO MEETING HELD IN AUGUST DUE TO THE SUMMER RECESS.

TUESDAY, 3 SEPTEMBER 2013

- Planning Committee meeting 7.00pm
- Parish Council meeting 7.30pm

The meeting closed at 8.25pm.

Signed by the Chairman: _____ Date: _____

SANDIACRE PARISH COUNCIL

www.sandiacreparishcouncil.org

Minutes of the Parish Council meeting held on Tuesday, 3 September 2013 at 7.30pm in The Memorial Institute, Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

PRESENT:

	Cllr Mrs A Noskwith (Chairman)
	Cllr S Bilbie
A	Cllr Mrs J Chandler
	Cllr Mrs S Dickman
	Cllr G Dinsdale
A	Cllr Miss K Hales
	Cllr A Hardy (Vice-Chairman)
	Cllr A Hughes
	Cllr Mrs J Hulls
	Cllr P Hunt
A	Cllr I Judson
	Cllr W Major
	Cllr L White
	Cllr Mrs N White

IN ATTENDANCE: Mrs M Bloor - Clerk to the Council

MEMBERS OF THE PUBLIC: None present

PART 1. NON-CONFIDENTIAL ITEMS

55. TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Mrs Chandler	Holiday
Cllr Miss Hales	Personal commitment
Cllr Judson	Prior commitment

RESOLVED: to approve the apologies for absence submitted by Councillors

56. VARIATION OF ORDER OF BUSINESS

There were no variations to the order of business on the Agenda.

57. DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

58. DISPENSATIONS

There were no written applications or requests for dispensation from a Member who had a Disclosable Pecuniary Interest (DPI) or Other Disclosable Interest (ODI) to allow them to stay in the meeting and vote during consideration of the relevant item.

59. PUBLIC SPEAKING – 10 MINUTES

a) Members of the public

No items were raised.

b) **Police report**

In the absence of PC Hockley and PCSO Boss, the Chairman read from the police report

CRIME	JULY 2012	JULY 2013
Violence	10	4
Domestic burglary	3	1
Non-domestic burglary	6	5
Other theft	7	7
Vehicle crime	8	4
Criminal damage	14	7
Theft of vehicle	1	3
All crime	56 (49)	32 (31)

Figures showed there had been a reduction in reported crime compared with the previous year.

CRIME	Year to date 2012	Year to date 2013
Violence	37	18
Domestic burglary	10	11
Non-domestic burglary	16	15
Other theft	26	23
Vehicle crime	25	37
Criminal damage	60	24
Theft of vehicle	1	7
All crime	207 (175)	155 (135)

At present, there were a number of incidents relating to fuel theft from building sites and vehicles.

ASB	1/7/12 to 30/8/12	1/7/13 to 30/8/13
Calls	38	50

Priority profile

Town Street: Drug taking

Damage to Parish Council property

It was reported that there had been several incidents of play safety surfaces being deliberately damaged on Springfield Park and Doncaster Avenue Recreation Ground over the Summer months. Additionally, on the corner of Austins Drive, a notice board glass panel had been shattered.

Although a number of incidents had been witnessed, or damage later discovered, the public had not informed the police.

A Councillor reported that he had witnessed an act of vandalism at a play area and tried to deter those responsible. It seemed they were unaware of the high costs involved to replace or repair any damaged play equipment.

Residents were urged to report any incidents by ringing 101, or 999 in an emergency.

RESOLVED: that the Clerk would liaise with the police to see if more could be done to raise awareness of reporting incidents within the

community and if schools could work more closely with children and young adults before school holidays to deter vandalism on parks

It was noted that the Clerk had reported incidents as they occurred and damage to play equipment safety surfaces alone totalled £3,150 + VAT.

c) County Councillor's report

Council Plan

The revised Council Plan would soon be published.

Winter gritting

A review of the winter maintenance scheme would soon commence and Parish Councils would be asked to comment.

Home Start

A consultation had begun on options for the provision of low to medium need family support services. Currently this provision was provided by Derbyshire Home-Start contracts.

d) Borough Councillors' Report

Cllr Bilbie reported that he had received several enquiries asking when work at Sandiacre Court Nursing Home and its grounds would begin.

Cllr Mrs Noskwith and the Clerk had recently visited the site and EBC had confirmed that development work would commence in the coming weeks.

e) Representatives from outside bodies report

There was no report under this heading.

60. TO APPROVE THE MINUTES OF THE MEETING HELD ON TUESDAY, 2 JULY 2013

a) Approval of the Minutes

RESOLVED: that the Minutes of the meeting held on Tuesday, 2 July 2013, as previously circulated to Members, were signed as a correct record

b) Matters Arising from the Minutes

Page 15, Item 44: Missing lantern near the Toilet Block

There had been no response to enquiries for locating the original lantern.

The Clerk had sourced a street lighting manufacturer (D W Windsor) and was currently obtaining a quotation.

61. TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY, 2 JULY 2013

a) Minutes of the Meeting

RESOLVED: that the Minutes of the Planning Committee meeting held on Tuesday, 2 July 2013, as previously circulated to Members be received and noted

b) Matters Arising from the Minutes

There were no matters arising.

62. TO DETERMINE WHICH ITEMS FROM THE AGENDA, IF ANY, FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED

No items were deemed confidential.

63. CHAIRMAN'S ANNOUNCEMENTS

No items were raised.

64. REPORT OF THE PARISH CLERK ON: -

a) Vandalism over the Summer months: Play areas

Details of vandalism to the play areas had previously been reported.

Zurich Insurance had confirmed that the annual insurance premium would not be affected if a claim for replacement items was made at this time.

It was noted that RSS had recently undertaken a site inspection with the Clerk and Chairman and estimates for replacement of green safety matting and wet pour to the roundabout surface had been received.

RESOLVED: that the Clerk submit an insurance claim for vandalised items

b) Summer Play Scheme 2013 and 2014

It was reported that the play scheme provider could have worked more closely with Parish Council in the weeks leading up to the event to provide greater publicity within the community to ensure places were filled.

The Clerk confirmed that another provider had been sourced.

RESOLVED: that a meeting would be arranged with the Chairman, Clerk and Head Teacher of Cloudside Junior School to consider provision for 2014

c) Introduction to Planning: Parish Councillor training

Councillors were invited to attend planning training organised by EBC on Monday, 14/10/13 at Long Eaton Town Hall from 5.30pm to 7.30pm.

RESOLVED: that Cllrs Noskwith, Hughes and Hunt would attend

d) Office lease agreement

It was noted that the revised office lease agreement and signed statement had been forwarded to the Council's Solicitor for examination prior to submission to the Police Authority.

e) Village sign repainted by Mr Tidmarsh

Mr Tidmarsh had kindly restored the village sign to its original condition over the Summer months. Mr Tidmarsh had created the sign in 2009.

RESOLVED: that the Clerk express the Council's thanks and appreciation to Mr Tidmarsh for all his work

- f) Heritage at Risk Register 2013: To note Sandiacre buildings
It was noted that Pear Tree House, Town Street was the only Sandiacre building contained within the register.
- g) Cemetery: Community Payback Team charge
It was noted that the Probation Service now charged £150 per day for a team to undertake work on community projects, unless in Church grounds when the charge was reduced to £75 per day.

It was confirmed that DCC recently held funding for community work to cover CPT charges.

RESOLVED: that the Clerk ascertain if funding was still available

Alternatively, Mr Wallace would be asked to undertake low level grounds maintenance work within the Cemetery and Church grounds at the end of the growing season to keep the areas neat and tidy, as prioritised by the Clerk.

- h) Diary dates: Civic events and Christmas concert
Councillors were asked to attend the following Parish Council events:

Civic Service	Sunday, 13 October a 6.30pm	St Giles' Church
Remembrance Day Service	Sunday, 10 November 6.00pm	Methodist Church
Christmas Concert	Monday, 9 December 7.00pm for 7.15 start	Friesland School

It was noted that the Mayor and MP had been invited.

Cllr Dinsdale gave his apologies for being unable to attend the Civic Service.

- i) National pay settlement 2013/14
The National Joint Council for Local Government Services had reached an agreement on pay scales for 2013/14. Rates would increase by 1% from 1/4/13.

RESOLVED: that under the National Salary Awards for Local Council Clerks, Mrs Bloor would receive an increase in pay backdated from 1/4/13 (Point 34)

- j) Clerk's appraisal
RESOLVED: that the Chairman, Vice-Chairman and Clerk arrange a convenient day and time for undertaking the Clerk's annual appraisal review

65. **PENINSULA CONSULTANTS**

It was noted that the 3-year contract for HR services and Health and Safety advice would end in October 2013.

Councillors considered that Peninsula had provided an excellent consultancy service to the Council, but since the Clerk was now the only employee, the contract could be amended to provide a full H/S package with HR advice.

A proposal was put forward to approve a 3-year package (£285 pcm), but following further discussion and consideration of the financial benefits

involved for adopting a long term package of 5-years, the proposal was amended as follows:

Proposed Cllr Bilbie

Seconded: Cllr Major

RESOLVED that the Parish Council should enter into a 5-year agreement for Peninsula to provide a full H/S package with HR advice. (*Cost £200 pcm*)

The Clerk would inform Mr Babington (Regional Manager/Director) of the Council's decision and arrange for a consultancy visit to change packages.

66. SITA WASTE DISPOSAL

It was noted that the level of service received from SITA since they began collection of 2 refuse containers from the parks was not as reliable as expected. Despite reminders, numerous weekly collections had been missed.

Other waste disposal contractors had been sourced, but SITA offered the most economical terms for disposal of dog waste.

RESOLVED: that the contract with SITA be reviewed in 3 months time to determine if the service level agreement had significantly improved

67. HS2 CONSULTATION

It was confirmed that two public consultation meetings would be held in Erewash during November and information was provided in local libraries.

The deadline for submitting a consultation response was 31/1/14.

Public events

15 November 12pm - 8pm West Park Leisure Centre

16 November 10am - 5pm West Park Leisure Centre

RESOLVED: that Councillors attend the meetings and this item would be included on the Agenda for the December Council meeting

68. CEMETERY MATTERS

a) To approve a layout plan for the new burial area

The Clerk reported that grave space to the right hand side of the Parish Council Cemetery (adjacent to the beech hedge) was now at a premium and consecrated ground to the left hand side of the footpath should be considered for burials in the near future.

RESOLVED: that the Clerk produce a numbered plan for burial plots on consecrated ground to the left hand side of the footpath, running horizontally across the field to the perimeter hedge and back

b) To consider compliance of Cemetery Rules and Regulations

The Clerk reported that several new graves had rose bushes or small shrubs and trees planted on them, which created grounds maintenance problems in the future and contravened current Cemetery Rules and Regulations.

Planting areas could be created with the permission of the Clerk. Additionally, procedures for payment of burial fees and seeking approval for erection of memorials were not always followed.

RESOLVED: that the Clerk remind Funeral Directors and Stone Masons that the Cemetery Rules and Regulations should be complied with and a copy given to families when arranging a funeral at the Parish Council Cemetery

c) To determine the Cemetery boundary line

It had come to light that Land Registry records showed the Parish Council Cemetery boundary line extended beyond the edge of the perimeter fence and ran down the steep bank to fields below.

RESOLVED: that the Clerk correct the boundary line with Land Registry

d) To consider priorities for headstone testing

It was noted that a hand test of headstones could be undertaken by Mr Wallace during the coming months to identify any in need of attention.

RESOLVED: that Mr Wallace be asked to undertake the work.

69. WORK TO ST GILES' CHURCH & CHURCH FARM RETAINING WALL

Cllr Mrs Noskwith gave apologies for leaving the meeting at 8.40pm due to a prior commitment and Cllr Hardy (Vice-Chairman) took the chair.

a) To consider quotations received for repair work and associated costs

It was noted that two quotations for work had recently been received, besides two companies declining to quote, as the conservation work was specialised.

Mr Ackroyd's quotation came within budget and he was an expert in conservation work and completed work to Churches and heritage buildings.

RESOLVED: that Mr Ackroyd be invited to complete the work to the retaining wall, as per the quotation received for under £5,000

b) To consider receiving the services of the Church Architect

Due to the specialist nature of the work involved to the Church retaining wall and numerous submissions being required for faculty work and Conservation Area approval, Mr Mark Stewart, (Church Architect) had offered a consultancy service to oversee the work and undertake several site visits.

RESOLVED: that Mr Stewart oversee the work undertaken by Mr Ackroyd and submit applications, as required within an agreed budget of £1,200

70. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS

Circular 12	Online banking Training events Rural Action Derbyshire: Wheels to work Local Councils win new community powers
Circular 13	DALC website members' area Free software for payroll Press and public videoing and tweeting at TC/PC meetings Charles Arnold-Baker revised: Local Council Administration Unlocking the power DALC Annual Executive Meeting and Annual General Meeting Training / Seminars

	Wind turbines Town and Parish Council Annual Returns Health watch Derbyshire: Launch events Vacancy: Crewe TC
Circular 14	The Good Councillors' Guide: Revised edition Public Sector mapping agreement Free trees for UK's community and youth groups Business rates Free containers suitable for allotment use
Circular 15	Annual Returns The Audit and Accountability Bill Over four million pounds in grants available General Power of Competence Good Councillor Guide 4 th edition Disclosure and Barring Service (DBS) Formerly CRB checks Derbyshire policing survey Marie Curie Cancer Care: Derbyshire walk PC vacancies: Hayfield / Dale Abbey
Circular 16	Local Government pension scheme HS2: Derbyshire Councils affected Pay Award: 2013/2014 agreed from April 2013 HR workshop: Keeping your Council compliant Planning seminar Good Councillors' Guide 4 th edition
Circular 17	Proposed combined authority for the areas of Barnsley, Doncaster, Rotherham, Sheffield and 5 Derbyshire Districts A new code of practice for more effective use of CCTV cameras Seasonal Decorations NALC - Legal Topic Notes 19 and 31 Playground Inspection Training Finding & Bidding for Project Funding Sport England's Small Grant Fund Vacancy: Clerk/RFO for Hope with Aston Parish Council

RESOLVED: to note the above circulars

71. FINANCE

I. Accounts for payment

DD	Eclipse	Internet	17.94
DD	Peninsula	HR and H/S services (July)	150.00
DD	SITA	Refuse bin collection (4th)	67.85
2393	Horizon	Grounds maintenance (June)	1,199.20
2394	E.on	New charges (1/4/13 to 30/6/13)	9.35
2395	Mr D Ingman	Internal audit service 2012/2013	220.00
2396	Viking	Stationery / Stamps	120.05
2397	Viking	Ink cartridge	14.39
2398	Mr M Dunham	Painting play equipment	290.00
2399	Mrs M Bloor	Salary (July)	1,199.65
2400	HMRC	Tax and NIC (July)	326.21
2401	Andrews GS	Youth Shelter removal	80.00
2402	Andrews GS	Cemetery: Grounds maintenance	60.00
2403	Andrews GS	DARG: Trim bushes	30.00
2404	Andrews GS	Pinfold: Clear and strim	30.00
2405	Andrews GS	Litter Picking: July (5 weeks)	594.00
2406	RSS	Parks inspections: July	72.00

			4,480.64
DD	Eclipse	Internet	17.94
DD	Peninsula	HR and H/S services (August)	150.00
DD	SITA	Refuse bin collection (5th)	60.47
2407	Horizon	Park repairs / Slabbing at Springfield Pk	1,312.80
2408	Horizon	Supply paint for play equipment	153.60
2409	Horizon	Grounds maintenance (July)	1,321.50
2410	Mrs Bloor	Salary August & arrears from 1/4/13	1,248.17
2411	HMRC	Tax and NIC's	359.06
2412	Mrs Bloor	Reimbursement of postage costs	3.80
2413	Greenbarnes	Replacement polycarbonate panel: Austins Dr	97.91
2414	E.on	DARG: Lighting for car park and MUGA	87.27
2415	Andrews GS	Clearance of footpath to Church	60.00
2416	Andrews GS	Litter picking: August	585.00
2417	Mrs Y Wright	Reimbursement to replace damaged items	50.00
			5,507.52

RESOLVED: to approve the above payments.

II. Income and Interest received

	<u>July</u>	<u>August</u>
	£	£
Income		
A128 (Plot for 2/Interment for 2)	206.00	0.00
Interest		
HSBC Business Account: Interest	4.44	4.44
Election Account: Interest	0.22	0.22
	4.66	4.66

RESOLVED: to note the above income and interest received

III. Quotations

RESOLVED: to note the quotations received, as previously reported

IV. Budget Appraisal / Monitoring Report

RESOLVED: to note the monitoring report circulated at the meeting

72. ITEMS FOR INFORMATION ONLY – CORRESPONDENCE

DCC	None
EBC	Festival of funding: 19/9/13 Long Eaton TH 10am-1pm Erewash Yearbook Erewash Today: Summer 2013 Erewash Community Transport: AGM 27/9/13 Ockbrook 7.30pm
GENERAL	Email from Canada: Compliments on the PC website Dept for Transport: Stopping up of highway at 12, Charles Avenue Tribunal costs introduced: Issue fee and hearing fee ICCM: AGM notice30/9/13 Request for funding: 1360 Stapleford and Sandiacre Air Training Corps

1. **RESOLVED:** to note the above items of correspondence
2. **RESOLVED:** to decline a request for funding from the 1360 Stapleford and Sandiacre Air Training Corps on this occasion

PART 2. CONFIDENTIAL ITEM

73. **CONFIDENTIAL ITEM**

No items were deemed confidential.

74. **DATE AND TIMES OF THE NEXT MEETINGS**

TUESDAY, 1 OCTOBER 2013

- Planning Committee meeting 7.00pm
- Parish Council meeting 7.30pm

The meeting closed at 8.55pm.

Signed by the Chairman: _____ Date: _____

SANDIACRE PARISH COUNCIL

www.sandiacreparishcouncil.org

Minutes of the Parish Council meeting held on Tuesday, 1 October 2013 at 7.30pm in The Memorial Institute, Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

PRESENT:

- Cllr Mrs A Noskwith (Chairman)
- Cllr S Bilbie
- Cllr Mrs J Chandler
- Cllr Mrs S Dickman
- Cllr G Dinsdale
- Cllr Miss K Hales
- Cllr A Hardy (Vice-Chairman)
- A Cllr A Hughes
- Cllr Mrs J Hulls
- Cllr P Hunt
- A Cllr I Judson
- Cllr W Major
- Cllr L White
- Cllr Mrs N White

IN ATTENDANCE: Mrs M Bloor - Clerk to the Council

MEMBERS OF THE PUBLIC: None present

PART 1. NON-CONFIDENTIAL ITEMS

75. TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Hughes Abroad
Cllr Judson Other commitment

RESOLVED: to approve the apologies for absence submitted by Councillors

76. VARIATION OF ORDER OF BUSINESS

There were no variations to the order of business on the Agenda.

77. DECLARATION OF MEMBERS' INTERESTS

Councillor	Minute	Subject	Interest
Cllr Mrs Hulls Cllr Hunt	86	Summer Play Scheme Cloudside Junior School	Cllrs Hulls and Hunt declared a non prejudicial interest as Governors of the school
Cllr Dinsdale	86	Summer Play Scheme Cloudside Junior School	Cllr Dinsdale declared a non prejudicial interest as his wife was a Governor of the school

78. DISPENSATIONS

There were no written applications or requests for dispensation from a Member who had a Disclosable Pecuniary Interest (DPI) or Other Disclosable Interest (ODI) to allow them to stay in the meeting and vote during consideration of the relevant item.

79. PUBLIC SPEAKING – 10 MINUTES

a) **Members of the public**

No items were raised.

b) **Police report**

It was reported that PC Boss was dealing with an incident and unable to attend the meeting. In his absence, the Chairman read the police report.

It was noted that crime continued to decrease in Sandiacre.

September figures

Month	Sept 2012	Sept 2013	%
Crime	26	18	-31
ASB	33	38	+12.4

Year to date figures

Year	2012	2013	%
Crime	231	174	-24.7
ASB	194	181	-6.7

Woburn Croft

There had recently been incidents of fly tipping and general nuisance near Woburn Croft and the A52, but the area would soon be cleared and additional police patrols introduced.

c) **County Councillor's report**

Council Plan

DCC's new 5-year budget plan had recently been agreed to find savings of £157m.

Fire and Rescue Service

Derbyshire Fire & Rescue Authority would soon consult on a set of proposals to change the way the Fire and Rescue Service was delivered in Derbyshire. Options included merging Fire Authorities and working more collaboratively with cross border support to achieve savings. Sandiacre could benefit from the proposals.

d) **Borough Councillors' Report**

There was no report under this heading.

e) **Representatives from outside bodies report**

There was no report under this heading.

80. TO APPROVE THE MINUTES OF THE MEETING HELD ON TUESDAY, 3 SEPTEMBER 2013

Approval of the Minutes

RESOLVED: that the Minutes of the meeting held on Tuesday, 3 September 2013, as previously circulated to Members, were signed as a correct record

Matters Arising from the Minutes

- I. Page 21. Item 59 - Police Report: Damage to Parish Council property
The Clerk had met with the police to consider ways of encouraging the public to report incidents and for local schools to promote the value of parks and play areas at the start of school holidays to discourage vandalism.
- II. Page 22. Item 60 – Matters Arising: Missing lantern
The Clerk had sent details of the lantern specifications to the manufacturer (D W Windsor) and was awaiting a response.
- III. Page 23. Item 64 – Report of the Clerk: Vandalism to play areas
The Clerk had submitted an insurance claim for vandalised items to play areas during the school holidays.
- IV. Page 23. Item 64 – Report of the Clerk: Summer Play Scheme
The Clerk had arranged a meeting on 10 October 2013 with a new Play Scheme provider and the Head Teacher of Cloudside Junior School.
- V. Page 24. Item 64 – Report of the Clerk: Cemetery work
It was confirmed that funding was no longer available to support work undertaken by the Community Payback Team. Mr Wallace would be asked to undertake low level maintenance work within the Church and Cemetery grounds to provide a neat and tidy appearance over the Winter months.
- VI. Page 24. Item 64 – Report of the Clerk: Clerk’s appraisal
The appraisal of the Clerk would be undertaken in November.
- VII. Page 24. Item 65 – Peninsula
The Clerk confirmed that she had met with Mr Babington (Regional Manager) to enter into a 5-year consultancy agreement on behalf of the Council. He had offered a favourable rate of £200pcm, which included a full Health and Safety package together with HR advice.

It had been possible to start the contract with immediate effect without waiting 2 months for the previous HR agreement to end, thereby providing legal cover on all H/S matters without delay and to the advantage of the Council.

A Peninsula Consultant would meet with the Clerk on 16 October 13 to develop a full range of H/S policies and procedures for the Council to adopt.

The Clerk was thanked for her work on this matter.
- VIII. Page 25. Item 66 – SITA
Following notice to SITA of a 3 month review to consider improvement of their service, there had been no further problems encountered with collections. The Clerk would continue to monitor until the end of the review period.
- IX. Page 25. Item 68 – Cemetery Matters
This item would be included on the next Agenda as work was still in progress.

The meeting was suspended at 7.50pm for 5 minutes due to outside disturbance. Two Councillors left the meeting to check the venue grounds.

81. TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY, 3 SEPTEMBER 2013

Minutes of the Meeting

RESOLVED: that the Minutes of the Planning Committee meeting held on Tuesday, 3 September 2013, as previously circulated to Members be received and noted

Matters Arising from the Minutes

There were no matters arising.

82. TO DETERMINE WHICH ITEMS FROM THE AGENDA, IF ANY, FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED

No items were deemed confidential.

83. CHAIRMAN'S ANNOUNCEMENTS

No items were raised.

84. REPORT OF THE PARISH CLERK ON: -

I. Office lease agreement: Progress to date

The Clerk was still awaiting details from the Council's Solicitor.

This item would be included on the next Agenda.

II. Civic events; Numbers attending

To date, around 45 representatives from local Clubs and organisations would be attending the Civic Service at St Giles' Church and numbers were higher for the Remembrance Day Service at the Methodist Church.

The Chairman invited all Councillors to attend.

III. Grit bin refills

The Clerk reported that an order for grit had been placed with Travis Perkins, but they were currently awaiting a delivery. It was expected that all Parish Council grit bins would be filled within the next 2 to 3 weeks.

IV. Jubilee mugs

It was noted that 5 Jubilee mugs remained at a cost of £3 each.

RESOLVED: to write off the mugs as an asset of the Council. The mugs would be stored in the Parish Council office and used for visitors.

V. St Giles' Church/Church Farm retaining wall

The Clerk reported that Mr Stewart (Church Architect) had confirmed the necessary paperwork had been completed to seek approval of the Diocese and EBC for work to begin on the retaining wall.

Mr Stewart had arranged to visit Church Farm with Mr Ackroyd (Contractor), but the meeting had been postponed and re-scheduled for the following week.

Details would be brought to the next meeting.

VI. Outcome of the playground inspections training
The Clerk had attended the training course and found it to be very useful. She would receive a certificate having been trained to undertake routine visual inspections of playground equipment.

VII. Grant Thornton: Audit of Accounts 2012/2013
It was confirmed that the End of Year Accounts had been concluded and approved. The public inspection notice had been displayed for the required time, without enquiry.

85. ELECTORAL REVIEW OF EREWASH (47 COUNCILLORS)

The Local Government Boundary Commission was carrying out an electoral review of Erewash Borough Council and following a previous consultation, was proposing that EBC should be made up of 47 Councillors.

RESOLVED: that Councillors could respond individually to the consultation on a new pattern of Council Wards within Erewash by 11/11/13 at:
www.lgbce.org.uk

86. SUMMER PLAY SCHEME

This item had also been considered under Matter Arising, Item 4.

I. To consider provision of the 2013 Play Scheme and outcomes

The Clerk reported that several vertical blinds in the school hall had sustained damage during the two week Play Scheme and that the existing provider had been asked to contact the school to compensate for repairs.

Several other issues had been raised by the school relating to use of school premises and staff facilities.

II. To consider provision and funding for the 2014 Play Scheme

Cllr Mrs Noskwith was unable to attend the meeting on 10 October 13.

RESOLVED: that the Clerk be given delegated authority to support the introduction of a new Play Scheme provider with the Head Teacher, if necessary

If the school supported the Play Scheme being run in 2014, the Parish Council would again apply for the Community Grant of £1,200 from EBC and offer a donation.

87. CHRISTMAS LIGHTS / CHRISTMAS TREE

The Clerk confirmed that all arrangements were in place for installation of the Christmas lights, as follows:

- Western Power had been informed of burn hours for the pea-lights: 7.00am to 8.00am and 4.00pm to 11.00pm (8 hours each day)
- Duration of lighting: 1/12/13 to 5/1/14 (36 days)

- A 5' Spruce and foliage had been ordered from Mr Christmas Tree to be received on Saturday, 30/11/13 with removal on 4/1/14
- Councillors would again install the tree and fencing to reduce costs
- DCC had granted approval for installation of the tree near a highway
- New pea-lights would be displayed in the trees outside of the Co-op
- Installation and removal of pea-lights had been arranged with Decx

Councillors considered introducing a switch-on ceremony for the Christmas Tree, which the public and press could attend.

This item would be included on the Agenda for the next meeting.

88. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS

Circ 18	DALC - Annual General Meeting Planning Seminar Reminder Localised Council Tax Support Schemes and Capping Your Derbyshire, Your Say Derbyshire Dales CVS: Autumn Funding Fair Growth and Infrastructure Act 2013: Village greens Ashbourne Community Transport Clerk/RFO vacancy: Morton PC Clerk/RFO vacancy: Litton PC
Vacancy	Clerk/RFO: vacancy Stoney Middleton PC

RESOLVED: to note the above circulars

89. FINANCE

I. Accounts for payment

DD	Eclipse	Internet	17.94
DD	Peninsula	HR and H/S services	150.00
DD	SITA	Refuse bin collection	67.85
2419	Horizon	Grounds maintenance: August	1,321.50
2420	HAGS/SMP	Playgrounds: Annual Inspection	271.20
2421	BT	Calls and charges: June to Sept	194.46
2422	Rural Action DB's	Playground Inspections Training	40.00
2423	EBC	Hanging basket sponsorship 2/3	132.00
2424	Mrs M Bloor	Salary: September	1,209.44
2425	HMRC	TAX/NIC's September	332.70
2426	Andrew's GS	Litter picking - September	468.00
2427	Andrew's GS	Notice board: Replace broken panel	20.00
2428	EBC	Cemetery bin coll: 1/10/13 to 31/12/13	66.30
			<u>4,291.39</u>

RESOLVED: to approve the above payments.

II. Income and Interest received

23-Sep	Lymns (G195 Plot & Int for 1) and Lymns (G197 Plot for 2 & Int for 1)	976.00
	A148 (Plot for 2& Int for 1)	104.00
23-Sep	Lymns (G65 Headstone)	26.00
	M S Bailey (A39) Plaque	52.00
		<u>1,158.00</u>

Interest

30-Sep	HSBC Business Account: Interest	4.29
30-Sep	Election Account: Interest	0.21

RESOLVED: to note the above income and interest received

III. Quotations

There were no quotations to consider.

IV. Monitoring Report

RESOLVED: to note the monitoring report circulated at the meeting

90. ITEMS FOR INFORMATION ONLY – CORRESPONDENCE

DCC	None to date
EBC	Let's Talk: Long Eaton TH - 17/10/13 at 7.00pm
GENERAL	Sandiacre History Group Newsletter Halloween Family Fun Run: 31/10/13 Straw Bridge Nature Reserve Neighbourhood Alert: New Sergeant for Long Eaton: Sgt Liam Calecott Hate Crime Awareness Training: County Hall 25/11/13 9.00am Community Covenant Grant: For projects strengthening ties with the Armed Forces Community SLCC: AGM 18/10/13 Leicestershire Clerks and Councils Direct: September issue The Clerk magazine: September issue

RESOLVED: to note the above items of correspondence

PART 2. CONFIDENTIAL ITEM

91. CONFIDENTIAL ITEM

No items were deemed confidential.

92. DATE AND TIMES OF THE NEXT MEETINGS

TUESDAY, 5 NOVEMBER 2013

- Planning Committee meeting 7.00pm
- Parish Council meeting 7.30pm

The meeting closed at 8.05pm.

Signed by the Chairman: _____ Date: _____

SANDIACRE PARISH COUNCIL

www.sandiacreparishcouncil.org

Minutes of the Parish Council meeting held on Tuesday, 5 November 2013 at 7.30pm in The Memorial Institute, Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

PRESENT:

Cllr Mrs A Noskwith (Chairman)
Cllr S Bilbie
Cllr Mrs J Chandler
Cllr Mrs S Dickman
Cllr G Dinsdale
A Cllr Miss K Hales
Cllr A Hardy (Vice-Chairman)
Cllr A Hughes
Cllr Mrs J Hulls
Cllr P Hunt
Cllr I Judson
Cllr W Major
Cllr L White
Cllr Mrs N White

IN ATTENDANCE: Mrs M Bloor - Clerk to the Council

MEMBERS OF THE PUBLIC: None present

PART 1. NON-CONFIDENTIAL ITEMS

93. TO RECEIVE APOLOGIES FOR ABSENCE

No apologies for absence had been received.

94. VARIATION OF ORDER OF BUSINESS

There were no variations to the order of business on the Agenda.

95. DECLARATION OF MEMBERS' INTERESTS

Councillor	Minute No's	Subject	Interest
Cllr Mrs Hulls Cllr Hunt	102. VI 105	Summer Play Scheme Cloudside Junior School	Cllrs Hulls and Hunt declared a non prejudicial interest as Governors of the school
Cllr Dinsdale	102. VI 105	Summer Play Scheme Cloudside Junior School	Cllr Dinsdale declared a non prejudicial interest as his wife was a Governor of the school

96. DISPENSATIONS

There were no written applications or requests for dispensation from a Member who had a Disclosable Pecuniary Interest (DPI) or Other Disclosable Interest (ODI) to allow them to stay in the meeting and vote during consideration of the relevant item.

97. PUBLIC SPEAKING – 10 MINUTES

a) **Members of the public**

No items were raised.

b) **Police report**

A police report had not been received.

The Chairman reported that PC Louise Hopwell had recently replaced PC Hockley and PCSO Buchanan had replaced PCSO Boss for Sandiacre.

c) **County Councillor's report**

There was no report under this heading.

d) **Borough Councillors' Report**

There was no report under this heading.

e) **Representatives from outside bodies report**

There was no report under this heading.

98. TO APPROVE THE MINUTES OF THE MEETING HELD ON TUESDAY, 1 OCTOBER 2013

Approval of the Minutes

RESOLVED: that the Minutes of the meeting held on Tuesday, 1 October 2013, as previously circulated to Members, were signed as a correct record

Matters Arising from the Minutes

- I. **Page 33. Damage to Parish Council property**
It was noted that a MUGA fence panel had recently been vandalised and a quotation for repair work or a replacement panel was being sourced.
- II. **Page 33. Missing lantern**
D W Windsor (lantern manufacturer) could not match specifications for the missing lantern. Further enquiries were being made.
- III. **Page 33. Report of the Clerk: Cemetery work**
Mr Wallace had undertaken litter picking and low level maintenance work within the Church and Cemetery grounds to maintain general tidiness.
- IV. **Page 33. Clerk's appraisal**
The appraisal of the Clerk would be undertaken by the Chairman and Vice-Chairman on Monday, 25 November 2013.
- V. **Page 33. SITA waste collection**
There had been no further problems encountered with the collection service. The contract review period would end shortly and this item would be included on the agenda for the next meeting.

VI. Page 34. Office lease agreement: Progress to date
It was confirmed that the Police Authority Solicitor had been reminded by the Parish Council's Solicitor to complete and return the lease agreement statement.

VII. Page 34. Civic events
Cllr Mrs Noskwith noted that she was disappointed that not all Councillors could attend the Civic Service and she thanked those who had attended.

Remembrance Day Service

A question was raised asking why the Remembrance Day Service was held at the Methodist Church when it had been held at St Giles' Church in the past.

It was confirmed that Sandiacre Methodist Church had originally agreed to hold the Remembrance Day Service following the retirement of Rev. Cooney. A replacement Vicar had not been available to conduct an evening service at St Giles' Church during November 2011.

Since the service had been well attended, the Methodist Church Committee had subsequently made an offer to hold future Remembrance Day services. The Parish Council had no objection and considered it was a more easily accessible venue, but wanted the newly appointed Vicar of St Giles' Church to be consulted upon appointment to gain their views.

The offer had been discussed with both Church congregations and a combined service was arranged in 2012 conducted by both Ministers.

Neither Church had since made representation to change arrangements.

VIII. St Giles' Church / Church Farm retaining wall
It was confirmed that all necessary permission was being sought by the Church Architect for work to commence and a start date would soon be known.

99. TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY, 1 OCTOBER 2013

Minutes of the Meeting

RESOLVED: that the Minutes of the Planning Committee meeting held on Tuesday, 1 October 2013, as previously circulated to Members be received and noted

Matters Arising from the Minutes

There were no matters arising.

100. TO DETERMINE WHICH ITEMS FROM THE AGENDA, IF ANY, FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED

No items were deemed confidential.

101. CHAIRMAN'S ANNOUNCEMENTS

No items were raised.

102. REPORT OF THE PARISH CLERK ON: -

I. Grit bin refills completed

It was confirmed that the Parish Council grit bins had been filled.

II. Christmas concert: Monday, 9 December 2012 at 7.15pm

All Councillors were invited to attend the Christmas Concert, which would be held at Friesland School. Tickets would soon be available at £4 each.

III. Borough and Parish Councils Forum: 20/11/13 Ilkeston TH at 2.00pm

Cllr Mrs Noskwith and the Clerk would attend the Forum meeting.

IV. Cemetery headstones: Hand testing findings

The Clerk confirmed that a visual and physical check of gravestones had been undertaken in the Parish Council Cemetery with 22 out of 200 headstones identified for further testing.

The Clerk presented the following documents:

- Grave plans of Area 1. with headstones identified for further testing
- Dates the 22 headstones were installed and Memorial Masons used
- Draft grave plans of Area 2. (To the left of the footpath), for information

1. **RESOLVED:** that Mr Sills (Independent Memorial Inspections) be asked to carry out a mechanical test of the 22 headstones identified
2. **RESOLVED:** that the Clerk arrange for grave space to be accurately measured in Area 2 in readiness for future use
3. **RESOLVED:** that Councillors consider a policy review of allowing pre-purchase of grave space in order to protect limited land availability

V. Playground Inspections: Annual report findings

The Clerk presented details of the playground inspections Annual Report, identifying areas requiring attention. Some items had been addressed. The following risk assessment details were noted.

	Very low risk	Low risk	Medium risk
Springfield Park	11	19	0
Doncaster Avenue Recreation Ground	23	42	2

RESOLVED: that the Clerk prioritise work and arrange quotations

VI. Play Scheme provider 2014

The Clerk confirmed that following a meeting with the Head Teacher at Cloudside Junior School, it had been agreed that Mr Adam Metcalfe could run the Summer Play Scheme at the school during August 2014.

Subsequent to the meeting, Mr Metcalfe had also been invited by the school to provide weekly football coaching sessions for the children.

1. **RESOLVED:** that Councillors approve 'AM Sports Coaching' as the new Play Scheme provider for 2014
2. **RESOLVED:** that the Clerk notify First Grade Coaching of the decision

VII. British Legion donation

RESOLVED: that a donation of £25 be made to the Royal British Legion

VIII. Model Standing Orders

With reference to DALC Circ 20, new models Standing Orders were now available for Councils to adopt.

RESOLVED: that this item would be included on the next Agenda with a comparison of changes identified

IX. Peninsula visits and outcomes

It was confirmed that Cllr Mrs Noskwith and the Clerk had met with two Peninsula consultants to discuss areas of Parish Council responsibility when dealing with health and safety matters for lone working, public events and contractors undertaking work in the parks and Cemetery and Church grounds.

Mr Stretton (Consultant) would visit the Clerk and Chairman on Wednesday, 13 November to discuss ways of ensuring procedures and practices for the Council were legally compliant and met current standards.

X. Council meeting dates for 2014 – Refer Appendix A

RESOLVED: to approve the 2014 dates, as shown below:

Tuesday, 7 January			
Tuesday, 4 February			
Tuesday, 4 March	Annual <u>Parish</u> Meeting	6.30pm	
Tuesday, 1 April			
Tuesday, 13 May	Annual <u>Parish Council</u> Meeting	6.30pm	(2 nd Tuesday)
Tuesday, 3 June			
Tuesday, 1 July			
Summer recess	No meetings held		
Tuesday, 2 September			
Tuesday, 7 October			
Tuesday, 4 November			
Tuesday, 2 December			

103. FINANCE COMMITTEE

I. To consider the date of the November meeting

RESOLVED: that a meeting of the Finance Committee be held on Wednesday, 27 November 2013 at 7.00pm in The Memorial Institute

II. To consider setting the 2014/2015 draft budget

RESOLVED: that the Finance Committee consider setting the draft Parish Council budget and set Cemetery fees for 2014/2015 with ratification by the full Council at the December meeting

104. CHRISTMAS TREE: LIGHTING EVENT

- I. To consider the date and time for the lighting ceremony
The lighting ceremony would take place on Saturday, 7 December 2013 at 4.30pm. The Mayor had been invited and all Councillors were asked to attend the public event. The tree would again be sited by the Village Sign.
- II. Offer of donation by the Notts & Derby's Hemlockstone Lions Club
Notts & Derby's Hemlockstone Lions Club had again kindly offered to make a donation towards the cost of the Christmas Tree.

The Clerk would send a letter of thanks on behalf of the Council for the kind gesture.

- III. To consider press and publicity
Details of the event would be published on the website, notice boards, library, Co-op store, Post Office and on the Parish Council website. A local reporter had been invited.
- IV. Carols round the tree: The Phoenix Choir
It was confirmed that The Phoenix Choir had kindly agreed to sing carols around the tree as part of the lighting ceremony.

105. PLAY SCHEME FUNDING: EBC CONSULTATION

Councillors considered the consultation on proposed minimum requirements:

- 1. **RESOLVED:** to respond that the age range for children attending the Parish Council's Summer Play Scheme at Cloudside Junior School should not be extended from 6-11 years to 5-14 years
- 2. **RESOLVED:** to respond that the operating hours for the Parish Council's Summer Play Scheme at Cloudside Junior School should not be extended to 9am to 3.15pm (Currently 10am to 3pm)

It was noted that Friesland Sports Centre already ran a variety of coaching sessions in the Summer months, which catered for older children and provided extended hours.

106. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS

Circ 19	Neighbourhood Plans Derbyshire Sport Update on pensions Sustainable Communities Act DCLG: Guide to Community Rights National minimum wage Clerk/RFO vacancies: Stoney Middleton, Woodville, Brassington and Scarcliffe
Circ 20	Revised Model Standing Orders Revised Legal Topic Notes NALC Policy Consultation Vacancies Model Standing Orders

RESOLVED: to note the above circulars

107. FINANCE

I. Accounts for payment

			£
DD	Eclipse	Internet	17.94
DD	Peninsula	H/S services (October)	240.00
DD	SITA	Refuse bin collection (September)	67.85
2430	Horizon	Grounds maintenance: September	1,199.20
2431	Shaw and Sons	Receipt book + P&P	23.82
2432	E.on	New charges	9.45
2433	Poplar Tree Serv's	Churchyard - Pruning of large Yew	500.00
2434	Park Hall Designs	Mtce August/Sept Hosting/Domain	76.99
2435	Grant Thornton	External Audit of Ann Return 2013	360.00
2436	SLCC	Annual subscription	162.00
2437	Mrs Bloor	Salary: October	1,209.24
2438	HMRC	Tax/NIC October	332.90
2439	Andrew's GS	Footpath 14 clearance (DCC)	200.00
2440	Andrew's GS	Cemetery: Low level maintenance	80.00
2441	Andrew's GS	Springfield Pk: Remove items	20.00
2442	Andrew's GS	Cemetery: Grave stakes	5.00
2443	Andrew's GS	Churchyards: Litter picking/tidying	40.00
2444	Andrew's GS	Churchyards: Footpath clearance	60.00
2445	Hags-SMP Ltd	Playground inspections	72.00
2446	Andrew's GS	Cemetery: Headstone hand tests	60.00
2447	Andrew's GS	Grit bin refills (7)	90.00
2448	Andrew's GS	Litter picking (October)	477.00
2449	Notts Assoc of LC's	Training: Cemetery legal compliance	60.00
2450	Travis Perkins	Rock salt: 80 bags @ £3.60 each	345.60
2451	Viking Direct	Office supplies (Incl. stamps)	75.16
			<u>5,784.15</u>

RESOLVED: to approve the above payments.

II. Income and Interest received

04-Oct	A135 Plot for 2/Interment for 2	206.00
	Select Memorials A128 (Plaque)	52.00
	Co-op Stapleford A132 (Plaque)	52.00
09-Oct	G199 Plot for 2/Burial 1 & Int 1	1,080.00
	St Giles' PCC IRO: G196 (HS)	117.00
04-Nov	A W Lymn (E Smith Mason) G96	26.00
	A W Lymn (E Smith Mason) G196	89.00
	Zurich Ins: Refund for Youth Shelter	88.50
		<u>1,710.50</u>

RESOLVED: to note the above income and interest received

III. Quotations

There were no quotations to consider.

IV. Monitoring Report

RESOLVED: to note the monitoring report circulated at the meeting

108. ITEMS FOR INFORMATION ONLY – CORRESPONDENCE

GENERAL Local Councils Explained: NALC's latest publication £49.99
HS2: Reminder of consultation along the route
A-one+ = Contractor for Highways Agency: Proposed works to overhead
sign gantries on the A52 from 11/11/13 for 3 weeks 8pm to 6am

RESOLVED: to note the above items of correspondence

PART 2. CONFIDENTIAL ITEM

109. CONFIDENTIAL ITEM

No items were deemed confidential.

110. DATE AND TIMES OF THE NEXT MEETINGS

TUESDAY, 3 DECEMBER 2013

- Planning Committee meeting 7.00pm
- Parish Council meeting 7.30pm

The meeting closed at 8.10pm.

Signed by the Chairman: _____ Date: _____

SANDIACRE PARISH COUNCIL

www.sandiacreparishcouncil.org

Minutes of the Parish Council meeting held on Tuesday, 3 December 2013 at 7.30pm in The Memorial Institute, Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

PRESENT:

	Cllr Mrs A Noskwith (Chairman)
	Cllr S Bilbie
	Cllr Mrs J Chandler
	Cllr Mrs S Dickman
A	Cllr G Dinsdale
	Cllr Miss K Hales
A	Cllr A Hardy (Vice-Chairman)
	Cllr A Hughes
	Cllr Mrs J Hulls
	Cllr P Hunt
A	Cllr I Judson
	Cllr W Major
	Cllr L White
A	Cllr Mrs N White

IN ATTENDANCE:

	Mrs M Bloor - Clerk to the Council
	PC L Hopwell
	PCSO L Buchanan

MEMBERS OF THE PUBLIC: None present

PART 1 - NON-CONFIDENTIAL ITEMS

111. TO RECEIVE APOLOGIES FOR ABSENCE

Cllr G Dinsdale	Prior commitment
Cllr A Hardy	Illness
Cllr I Judson	Prior commitment
Cllr Mrs N White	Convalescing

RESOLVED: to accept the apologies submitted by Councillors

112. VARIATION OF ORDER OF BUSINESS

There were no variations to the order of business on the Agenda.

113. DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

114. DISPENSATIONS

There were no written applications or requests for dispensation from a Member who had a Disclosable Pecuniary Interest (DPI) or Other Disclosable Interest (ODI) to allow them to stay in the meeting and vote during consideration of the relevant item.

115. PUBLIC SPEAKING – 10 MINUTES

a) **Members of the public**

No items were raised.

b) **Police report**

PC Louise Hopwell introduced herself as the new Sandiacre Beat Team Officer replacing PC Hockley. PC Hopwell was welcomed to the meeting.

PCSO Buchanan presented the police report.

November statistics

November	2012	2013	%
Crime	44	40	-9.1
ASB	37	28	-24.3

Year to date	2012	2013	%
Crime	264	240	-17.2
ASB	264	249	-5.7

Over recent months, incidents of criminal damage had increased. Press releases had been issued highlighting criminal damage to vehicles, the Memorial Institute and the play frame on Springfield Park.

Increased patrols were being introduced and the police were raising awareness within the community that incidents should be reported and those involved identified. The public could ring 101 or 999 to report incidents as they occurred.

CCTV footage covering Doncaster Avenue Recreation Ground was being checked and it was hoped those involved would soon be caught.

Councillors asked the police to deter drivers from parking in the loading bay by the Co-op store since it caused an obstruction and to check for drivers speeding along Park Drive, which was used as a short cut.

Officers were thanked for their report and left the meeting.

c) **County Councillor's report**

There was no report under this heading.

d) **Borough Councillors' Report**

There was no report under this heading.

e) **Representatives from outside bodies report**

There was no report under this heading.

116. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY, 5 NOVEMBER 2013

Approval of the Minutes

RESOLVED: that the Minutes of the meeting held on Tuesday, 5 November 2013, as previously circulated to Members, were signed as a correct record

Matters Arising from the Minutes

- I. Page 39. Damage to Parish Council property
The vandalised MUGA fence panel had been replaced.
- II. Page 40. St Giles' Church / Church Farm retaining wall
The Church Architect had been paid for his services and work to the retaining wall was expected to start week commencing 9/12/13.
- III. Page 41. Cemetery headstone testing
Mr Sills, Independent Memorial Inspections (IMI) had carried out a memorial inspection on 26/11/13 and identified headstones with movement. Peninsula would be made aware of the findings and the Stone Masons and families made aware that remedial action was required.
- IV. Page 42. Model Standing Orders
This item would be considered at the January Council meeting.
- V. Page 43. Parish Council Christmas Tree
Councillors had again volunteered to install the Christmas tree on 30/11/13, thereby creating a saving for the Council. Residents, Erewash Phoenix Choir and the Mayor of Erewash had been invited to gather on 7/12/13 at 4.30pm to sing carols around the tree.

117. TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY, 5 NOVEMBER 2013

Minutes of the Meeting

RESOLVED: that the Minutes of the Planning Committee meeting held on Tuesday, 5 November 2013, as previously circulated to Members be received and noted

Matters Arising from the Minutes

There were no matters arising.

118. TO RECEIVE THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON TUESDAY, 27 NOVEMBER 2013

Minutes of the Meeting

RESOLVED: that the Minutes of the Finance Committee meeting held on Tuesday, 27 November 2013, as previously circulated to Members, were signed as a correct record

Matters Arising from the Minutes

It was noted that the draft budget was provisional and subject to change.

119. TO DETERMINE WHICH ITEMS FROM THE AGENDA, IF ANY, FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED

No items were deemed confidential.

120. CHAIRMAN'S ANNOUNCEMENTS

I. Peninsula: Outcome of discussions on H/S practices

Peninsula had met with the Chairman and Clerk to consider current aspects of Cemetery management and to find ways of introducing sound working practices for grave digging, memorial installation and conducting burials.

It was intended that new Cemetery policies would be introduced for ratification by the Council and distributed to those working in the Cemetery.

II. Clearance of Parish Council archive material from the Lock-up and future storage arrangements

Following the visit, arrangements had been made to clear the Lock-up of outdated archive material to avoid a fire risk. Important archive material retained would be stored in the office in a newly obtained filing cabinet.

To ensure user safety, a new wall light would be installed in the building.

III. Clerk's appraisal

Cllr Mrs Noskwith and Cllr Hardy had conducted the Clerk's appraisal on 25/11/13. It was noted that everything was satisfactory and Mrs Bloor was supporting the Council well. Mrs Bloor was thanked for all her services.

121. REPORT OF THE PARISH CLERK ON: -

I. Christmas concert: Monday 9/12/13

Councillors were invited to attend the concert and show support for the Parish Council event. The Mayor had been invited and tickets were selling well. It was expected that Friesland school hall would be filled to capacity (260).

II. SITA refuse collection: Level of service to date

The Clerk reported that a good level of service had been received over the previous 3 months since there had been a change in driver.

RESOLVED: that the contract with SITA continue for the foreseeable future, assuming the level of service was maintained

III. EBC Planning Enforcement Plan consultation

A copy of the consultation document had been provided for Councillors.

RESOLVED: to note the report

IV. Character Appraisals for Sandiacre Lock: Boundary Review finalised. Area Management Plan

Details of the consultation document were noted. Individual responses could be submitted to the Clerk before the deadline of 16/12/13.

RESOLVED: to note the report

V. EBC: Byelaw consultation – Ian Marsden

A copy of the consultation document had been provided for Councillors.

RESOLVED: to note the report

122. CONCURRENT FUNCTIONS BUDGET, PRECEPT & CEMETERY FEES 2014/2015

It was confirmed that the Finance Committee had provisionally set the budget, subject to information being provided by EBC in January 2014.

RESOLVED: that ratification of the draft budget and Cemetery fees would be decided at the February Council meeting following confirmation from EBC of grant funding available to parishes for 2014/2015

123. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS

Circ 21	December Drop-in Surgery Erewash Physical Activities Survey Localised Council Tax support arrangements Sustainable Communities Act Good Neighbour Scheme
Notice	Election for Executive Committee members 2013 to 2015 by 31/12/13

RESOLVED: to note the above circulars

124. FINANCE

I. Accounts for payment

			£
DD	Eclipse	Internet	17.94
2452	British Legion	Donation: Section 137	25.00
2453	Methodist Church	Donation: Section 137	25.00
2454	Cloudside School	CANCELLED	0.00
DD	Peninsula	H/S services (October)	240.00
2455	MSA (Architect)	Professional services: St Giles' wall	720.00
2456	DECX	Christmas lights installation (50%)	1,215.00
DD	SITA	Refuse bin collection (September)	67.85
2457	Mrs Bloor	Norton's Internet Security (WH Smith)	24.99
2458	Mrs Bloor	Salary: November (Burial 8/11)	1,233.16
2459	HMRC	HMRC: November	344.15
2460	Andrew's GS	Cemetery Area 2: Measuring ground	30.00
2461	Andrew's GS	Spr Pk: Secure vandalised play area	20.00
2462	Andrew's GS	Spr Pk: last cut for play area	40.00
2463	Andrew's GS	Mow Christmas Tree area	30.00
2464	Andrew's GS	Spr Pk: Gravel surface (dog bin)	30.00
2465	Andrew's GS	Check and clear archive material	154.00
2466	Andrew's GS	Litter Picking (5 weeks)	594.00
2467	Horizon	Grounds maintenance: October	1,321.50
2468	Viking	Paper / Cabinet dividers	93.91
		Total:	<u>6,226.50</u>

RESOLVED: to approve the payments.

II. Income and Interest received

14-Nov	Lymns		£
	A147: Purchase of plot	103.00	
	G193: Grave for 2 / Int for 2	1,182.00	Out of area
	G208: Grave for child / Ashes for 1	218.50	Plot for 3 interments
21-Nov	Lymns (for E Smith SM)		
	G208: Headstone	72.00	£103 due
21-Nov	A130	206	Reserved
		<u>1,781.50</u>	
Interest			£
	HSBC Business Account: Interest	3.39	
	Election Account: Interest	0.22	

RESOLVED: to note the above income and interest received

III. Quotations

There were no quotations to consider.

IV. Monitoring Report

RESOLVED: to note the budget monitoring report circulated at the meeting

125. ITEMS FOR INFORMATION ONLY – CORRESPONDENCE

General	Local Councils Explained: £49.99
	Clerks and Councils Direct
	The Clerk magazine: November 2013
	Derbyshire Children's HC: Request for funding
DCC	Derbyshire Eco Centre courses: The History and
	Mystery of Public Rights of Way – 17/3/14 & 10/6/14

1. **RESOLVED:** to note the above items of correspondence
2. **RESOLVED:** that the request for funding from Derbyshire Children's Holiday Centre be declined due to budgetary constraints

PART 2 - CONFIDENTIAL ITEM

126. CONFIDENTIAL ITEM

No items were deemed confidential.

127. DATE AND TIMES OF THE NEXT MEETINGS

TUESDAY, 7 JANUARY 2013

- Planning Committee meeting 7.00pm
- Parish Council meeting 7.30pm

The meeting closed at 8.10pm.

Signed by the Chairman: _____ Date: _____